

## W. G. Rhea Public Library Program Policies

The staff of the W. G. Rhea Public Library selects, plans, prepares and presents programs and events. These programs further library goals and are part of the established, ongoing services of the library. The programs also support the Library's mission to connect people with the world of ideas and information by providing additional opportunities for information, learning, and entertainment.

The Library's programs:

- Expand the Library's role as a community resource
- Introduce Patrons and the community to the Library resources
- Provide entertainment
- Provide opportunities for lifelong learning
- Expand the visibility of the Library

The Library Director has the responsibility for the programs. The Director will delegate the authority for program management to staff of the designated area.

Criteria used in making decisions about program topics are:

- Community needs and interests
- Availability of program space
- Content for intended audience
- Presentation quality
- Historical or educational significance
- Connection to other community programs, exhibits or events

Photographs and/or videos may be taken at events and used on the Library's social media sites, web site, displays and advertisements.

## **CHILDREN PROGRAM POLICIES**

Most programs and events planned, promoted, or sponsored by the Library are free of charge. Programs may be designed for a specific age or grade level and the attendance may be limited to a specifically described audience. This is enables the event:

- 1) Not to exceed capacity of rooms
- 2) To ensure the audience matches the specifically described characteristics.
- 3) To allow the presenter to make preparations for each individual Attending

If registrations it will be completed on the first come, first served basis for the described audience. If programs are not filled, the library will make an effort to include those on a waiting list.

Library programs may be completed off-site or by request from groups or area schools. These programs are selected and presented by the library staff, but outside speakers and presenters may be invited to provide programing sponsored by the library.

Children, 12 years of age or younger, must be accompanied by adult parent, or adult guardian to attend programs. Children left unattended and/or not picked up at end of the program or closing time of the library and/or where guardians cannot be contacted by phone will be taken to the Paris Police Station across the street from the library.

## **OTHER PROGRAMS**

No individual or organization, who presents a program at the library for public attendance, is allowed to sell their product or services, or collect demographic data of the attendees during their presentation or during their time at the library. Authors or performers, who come to speak about books they have authored or perform songs they have written or performed on video or audio are exempt. Before or after the presentation, the author or performer, or his/her representative may unobtrusively sell copies of the published or recorded work or educational materials. Any Presentation given at the library does not constitute

library endorsement. Organizations or business affiliation will be used by the library in our promotion of programs. This also does not constitute endorsement, merely acknowledgment.

Revised: February 2017

Revised: March 27, 2018

Approval Date: March 27, 2018

Reviewed: January 21, 2020