



Library-Initiated Programs and Display Policy

Purpose

This policy provides a basis for the selection of displays and programs facilitated by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the Library's mission, which is:

The library strives to provide patrons of all ages access to information, educational and cultural reading materials, and services in traditional and innovative formats. As the community's recreational reading and information resource, our goal is to help library users become lifelong learners. The library is a living, growing entity that responds to meet its patron's changing needs.

Programming and displays are an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces community members to Library resources
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Responsibility

Programs are primarily delivered by our professionally trained staff. Ultimate responsibility for programming and displays at the Library rests with the Library Director, under the designated authority of the Board of Trustees.

Criteria

The Library's staff use the following criteria in making decisions about program and display topics, speakers, and accompanying resources:

- Support of the Library's mission
- Community needs and interests
- Availability of program space
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical, educational, cultural or artistic significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs
- Diversity and inclusivity in our community

The Lincoln Public Library believes that all community members should be able to see themselves reflected in the resources and programs that the Library offers. The Library is a welcoming space for all members of our community and our programs and displays will reflect that.

In addition, the Library draws upon other resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not

be excluded from consideration because of their race or color, religion, sex, sexual orientation, actual or perceived gender identity or expression, disability, age, national or ethnic origin, socio-economic status, or views. Library staff who present programs do so as part of their regular job duties and are not hired as outside contractors for programming.

Programs and displays are not used for commercial, religious, or partisan purposes nor for the solicitation of business. Library use of display and programming space takes precedence over any other use.

Access

All Library programs are free and open to the public. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

Program registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library location, off site, or virtually. Some programs may only be offered for specific ages or at specific times or places. However, library staff strive to make programs accessible to all and welcome requests for reasonable accommodations.

Cancellations

The Library reserves the right to cancel a program for any reason at any time. Programs may be canceled for a number of reasons beyond the Library's control such as severe weather, building emergencies, absence of the presenter, or low registration. Every effort will be made to contact individuals who have pre-registered. Canceled programs are not automatically rescheduled.

Sales

Any sales of products at Library programs must be approved by the Library Director.

Publicity

External organizations or individuals that are collaborating with the Library on programs must coordinate marketing efforts with library staff. Programs that are organized by the Library bear the Library's name; therefore, the Library will create all promotional materials. Programs that are organized exclusively by an outside organization or individual are responsible for their own publicity. The Library shall not be identified or implied as a sponsor without the consent of the Library Director. All press releases and flyers bearing the Library's name must be sent to the Library for approval prior to release.

Program Reconsideration

If a patron has a question about a particular library program, they should first address the concern with a library staff member. Patrons may request a review of a library program and should submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the library policy "Request for Reconsideration of Materials."

Approved by the Board of Trustees 06/17/2025