



LIBRARY PROGRAMMING POLICY

Introduction & Principles

The Waunakee Public Library offers library-sponsored and staff-conducted programs and events to meet the educational, informational, recreational, and cultural needs of our diverse and growing community. This policy works to support the library's mission to:

“fuel a passion for reading, personal growth, and lifelong learning by not only maintaining quality, diverse, and inclusive materials and programming, but also by expanding free and equal access to information and ideas in innovative ways.”

The library seeks to include a variety of programming options for all age groups representing a diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our community. Programs may be held within the Library, on the Library grounds, elsewhere within the Village of Waunakee, or online.

This policy is to provide library staff with guidelines to assist them in the development of library programs, events, and exhibits. It is also intended to inform the public about the principles and criteria by which programs are selected. This policy does not apply to privately-held or privately-sponsored meetings or events that may be held within the confines of the Library.

Planning and Implementation

Selection and planning of library programs are the responsibility of the professional staff of the Waunakee Public Library. Other staff members and the public may recommend programs and exhibits for consideration. The director may delegate the authority to interpret the policy in day-to-day decisions to professional staff members. The director retains the authority to reject or approve any program or exhibit.

Selection and planning of library programs and exhibits will be based on the interests and needs of the community and is subject to staff, budget, and space availability.

The Library may partner with other agencies, organizations, businesses, and individuals to implement a program provided the programs and exhibits are compatible with the Library's mission.

Library sponsorship of a program or exhibit does not constitute an endorsement of the content of the program or exhibit. Beliefs and opinions expressed during library programs by speakers, presenters, performers, or participants do not necessarily represent the viewpoint of the Waunakee Public Library.

Library programs must be non-commercial in nature. While organizations, businesses, and individuals may offer their expertise on topics of interest at no charge, they may not actively promote themselves during a program. Information about the organization may be made available by request or on a table for participants. Presenters may not actively solicit participants' contact information but may leave an optional sign-in sheet at a table.

Performers, presenters, and exhibitors may be allowed to sell items that are directly related to the event such as books or music recordings with advance permission from the staff member planning the event or the library director.

All library-sponsored programs must be open to the public at no charge, unless they are a fundraiser for the Library or Friends of the Library. Only library-sponsored or cosponsored programs, events, or exhibits may involve monetary solicitation, sale of items, or fundraising activities.

Intellectual Freedom

The Waunakee Public Library recognizes that at any given time some programs, events, or exhibits may be deemed inappropriate or offensive by patrons. Selection of programs and events are based on the principles stated in this policy. Library programs, events, and related exhibits will not exclude topics solely on the grounds that they may be controversial.

The Library Board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves programs, events, or exhibits that they do not approve of, he/she cannot exercise this right of censorship to other persons to attend or view. The Waunakee Public Library adheres to and supports the Library Bill of Rights, Freedom to View Statement, and the Freedom to Read Statement. (See Appendix.)

Program Attendance

- Attendance at programs may be drop-in, or in the case of limited space or resources, may require registration. Registration will be made available on a first-come, first-served basis. In cases of drop-in programs, attendance may be limited when safety or the success of a program requires it.
- Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer.
- While some programs may be designed for children under the age of 8 to attend independently, parents and caregivers must remain in the building. Responsibility for supervising children's attendance at programs, events, and exhibits lies with parents or legal guardians.
- Program attendees must comply with all library policies. Program attendees that are actively interrupting, impeding, or interfering with a library program may be asked to depart the library. If the person asked to leave fails to do, library staff may contact local law enforcement .
- Any group wishing to attend a library program is asked to contact the library to confirm there will be space for a large group.
- Participants consent to be photographed and/or filmed and give permission for those images to be used for library promotion. Participants who do not wish to be photographed should notify library staff.
- To request sign language interpretation or other accommodation, please contact the library at least two weeks before the event.

Please contact the Library Director with questions, comments or concerns about library programs, events, or exhibits.

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