



PROGRAMMING POLICY

STATEMENT OF PURPOSE The purpose of this policy is to serve as a blueprint for our programming by guiding staff in the selection and running of programs. Programs are designed to satisfy the educational and recreational information needs of patrons throughout the Town of Ogden. The library is committed to the principles of intellectual freedom and personal curiosity.

ACCESS TO PROGRAMMING The use of the library will not be denied or abridged because of age, sex, race, religion, national origin, educational background or by political or social views. The library will never organize religious services or partisan political rallies. Events within the library are broadly divided by age group: children (ages 0-11), teens (ages 12-18), and adults (ages 19+). A program may be restricted to one, two, or allow all 3 age groups. (Programs open to all are sometimes called "family" or "intergenerational" programs.) All programs at the library are to be free of cost to the public. Rare exceptions to this policy may be made by the director. Some programs may require registration to attend.

MISSION, GOALS AND OBJECTIVES STATEMENTS The programming policy aims to fulfill the mission and vision of the OFL by providing its citizens with programs in order to satisfy their current educational, recreational, aesthetic, research, and informational needs.

RESPONSIBILITY FOR SELECTION OF PROGRAMS By tradition and practice, responsibility for the selection of programs lies with the staff within each unit (age level and subject specialists). Responsibility for selection ultimately lies with the director and is delegated to his or her staff.

SELECTION CRITERIA Selection of programs is a complex process that calls for all of the professional staff's skills, experience and knowledge. Basic factors considered are:

1. Demand
2. Content
3. Timeliness
4. Local interest
5. Budget
6. Authoritativeness
7. Format

Additional selection criteria will include accessibility, ease of use, equipment needs, training & technology requirements and license agreement requirements.





PRESENTERS Library staff may run the program on their own, or may invite outside presenters. Outside presenters may be paid a reasonable fee for their time. Outside presenters may not sell their products or services, except authors may sell their books.

OUTSIDE PROGRAMMING Use of the meeting room by outside groups is covered by our meeting room use policy. These events are unrelated to library programming. Use of the meeting room does not constitute an endorsement of the group, their views, or their presentation.

EVALUATION The library staff responsible for the program will evaluate the success of the program in order to evaluate how future programs should be run.

CHALLENGES TO THE POLICY All programs the library runs have been deemed to meet the criteria as specified in this Policy. Complaints regarding specific programs and/or requests for program modification or cancellation shall be referred to the Director in writing. Challenges to the policy can only be made by residents of the Town of Ogden. The Director and any appropriate staff will investigate the complaint and provide a written response to the request within 30 days. This response may be communicated to the individual requesting the action in person, by mail, by fax, or by electronic means. The decision by the Director may be appealed to the Board of Trustees, which shall make a final determination within 60 days of the receipt of the appeal. Under no circumstances will any challenged program be cancelled prior to a decision by the Director and/or the Board of Trustees. While this may result in the original program being run, such a decision may influence future events and programs.

Adopted by the Ogden Farmers' Library Board of Trustees

6/20/2024

