



## ***PROGRAMMING POLICY***

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### **I. Purpose**

The purpose of this policy is to provide a broad range of programs to meet the needs of people of all ages in the Sun Prairie community for informational, educational and recreational opportunities.

### **II. Program Planning and Development**

- A. The library will-evaluate community response to and suggestions for its programs on an ongoing basis. It will also review community profiles and use various strategies to obtain community input to assist in developing programming priorities and plans.
- B. The following criteria will be considered when selecting programs, although a program need not meet all criteria to be acceptable:
  - 1. Provide opportunities to encourage imagination and reflection, and enrich experiences.
  - 2. Balance special group interests with general demand.
  - 3. Relate to a library collection.
  - 4. Observe operational and budgetary limitations.
  - 5. Does not promote commercial enterprise.

### **III. Program Delivery**

- A. Programs will be presented either by staff trained in the programming topic or by performers or experts in areas of interest.
- B. Performers/presenters will be hired by a contract.
- C. Media outlets interested in recording or taking photos of the program and presenters need to make arrangements with the Sun Prairie Public Library at least 24 hours prior to the event. Permission will only be granted if the presenter agrees to the terms presented.
- D. Performers interested in selling their merchandise in the Read Before Book Store will need to make arrangements through the Friends of the Library.
- E. Performers interested in selling merchandise at a program must make arrangements with the Head of Youth Services or Head of Adult Services prior to the performance.
- F. The library may form partnerships with other organizations to provide programming. When the library partners with an organization, the library will provide the space and publicity for the program.

### **IV. Program Requirements**

- A. Programs will be offered free of charge, except for those that serve as library fundraisers.

- B.** Programs will be available on a first-come, first-serve basis.
- C.** Library staff shall reserve the right to limit attendance due to space considerations or the requirements of the program presenter.
- D.** Programs may not solicit for businesses and services. Activities of the Library, Friends of the Sun Prairie Public Library, and the City are exceptions.

## **V. Program Promotion**

- A.** The SP Library may assist with promoting scheduled programs.
- B.** Print promotional materials such as posters, flyers, bookmarks and press releases may be requested from South Central Library System.

## **VI. Evaluation**

Formal and informal evaluations will be completed for programs consistently and on an ongoing basis. For statistical purposes, reporting of attendance and participation follows the guidelines of the Wisconsin Department of Public Instruction's Public Library Annual Report.

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