Programming Policy

The Millbrook Library offers a wide variety of public programs and partners with other organizations to develop co-sponsored public programs to fulfill its mission and promote the enjoyment of reading, greater cultural understanding, lifelong learning, and civic engagement. The library’s investment in public programs recognizes that people learn in many different ways and that diverse programming enables the library to reach new audiences.

Library-initiated public programs are planned in accordance with the American Library Association’s Library Bill of Rights and, as such, the library strives to present programs that represent a variety of opinions and viewpoints.

Programs represent the wide range of ideas and views contained in the library’s collection, respond to a topical issue or popular trend, and are planned to meet the expressed and anticipated needs of the diverse community we serve. Opinions expressed during programs at Millbrook Library do not necessarily reflect the views of the library, its staff, trustees, or supporters.

The library staff uses the following criteria when planning programs:

- Relevance to community needs and interests
- Presentation quality
- Treatment of content for the intended audience
- Presenter background, reputation, and qualifications in the content area
- Budget
- Availability of program space
- Connection to other community programs, exhibitions, or events
- Relation to library collections, resources, other library-sponsored programs, and exhibits

Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs. Presenters or performers will not be excluded from consideration because of their origin, backgrounds, or views.

Individuals and organizations interested in conducting a program are encouraged to provide the Library Director with a written request briefly outlining course content, space needs, and associated fees. All programs will be administered through the Library. No fees may be charged to people attending library programs without the prior approval of the Library Director. In cases where a fee is charged, it will be collected by the Library and instructor fees will be paid by the Library.

The sale of products at library programs is not allowed except for the following:

- Writers, performers, and artists may sell their own work at library programs.
• Third-party vendors invited by the library to sell the work of the writer, performer, or artist that is the subject of that particular library program.
• The Friends of the Library or Library Foundation may sell items at library programs they sponsor.

In these cases, the authors, performers, and artists are responsible for arranging the sale of their works and the collection of sales tax as necessary, either through the local bookstore or independently.

Library programs must be non-commercial, and solicitations for business will not be permitted.

Meeting times will be established by the Library Director or their designees and effort will be made to schedule programs at times that are convenient for the Library and the instructor. The Library Director and/or the Board of Trustees, in their sole discretion, reserve the right to deny an individual/organization's request if it is deemed inappropriate or inconsistent with the mission of the Library.

The library promotes programming through its website, e-newsletter, social media, flyers, and local news media. Presenters may not publicize their programs without the approval of the Library Director.

The library is committed to environmental stewardship, economic feasibility, and social equity. Materials for library programs will be environmentally responsible whenever feasible. Library programs will be open to the public, and the library will strive to offer programs with no fees. Information about programs that do require fees can be found above.

Library programming staff may request the presence of at least one other staff member at a program or event and the Library Director will work to accommodate this request taking into account staff hours and availability.

The library does not advocate or endorse the content and viewpoints of presenters and programs.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, they should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may 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's Collection Development Policy.

Approved by the Millbrook Library Board of Trustees on May 29, 2014. Revised and re-approved by the Millbrook Library Board of Trustees on January 24, 2023.