



Date Created: 8/27/ 2025

Date Approved: 9/30/2025

POLICY

Programming Policy

Library-initiated programs support the mission of the Newburgh Free Library to inform, enrich, and inspire our community by giving patrons additional pathways to access information, education, and recreation.

The Programming Policy reflects the philosophy expressed in the *Library Bill of Rights* and its interpretations, specifically *Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights*.

Library programs may take place on-site at the Library, off-site at other locations, or online. They may be provided by library workers, volunteers, or partners.

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to library mission and service goals
- Demographic data
- Popularity of collection materials
- Community needs and interests
- Historical or educational significance
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events
- Surveys and feedback forms from patrons

The Library may also co-sponsor a program with other agencies, organizations, and businesses, provided the programs are compatible with the Library's mission to inform, enrich, and inspire our community.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Marketing Department.

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Guidelines for the selection and presentation of programs:

All programs are intended to further the mission of the Library and should address one or more of the following educational, recreational and/or civic needs:

- To increase awareness and the use of library resources
- To provide opportunity to widen horizons, stimulate imagination and reflection, and enlarge experiences
- To provide programs for various age groups, cultures, and interests
- To meet popular demand, both existing and anticipated
- To promote reading and lifelong learning
- To increase library use by under-served populations
- To educate and inform on a variety of topics usually with a focus on one or several of the following areas:
 - Literature and cultural heritage
 - Social awareness
 - Health and well-being
 - Information technology
 - Literacy
 - Current events and high interest topics

Library programs are open to the public.

Registration may be required for planning purposes or when space is limited.

Programs may be targeted towards a particular audience, such as children, teens or adults and will be advertised as such.

Patrons with special accommodation requests are encouraged to reach out to library staff prior to the event so accommodations can be made ahead of time.

Large groups wishing to attend a program must contact the Library first to ensure they can be accommodated.



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Library staff may work with individuals or groups in the community to bring in presenters on a topic.

Presenters and library staff will work together to develop, promote, and deliver programs in accordance with the needs of both parties.

The library is not obligated to represent multiple and/or opposing viewpoints within any one program or series.

A program held at the library does not constitute an endorsement of the views expressed by participants.

While the Newburgh Free Library welcomes the opportunity to partner with local entrepreneurs, the purpose of programs may not be commercial or for the solicitation of business.

The Library may permit the sale of books or goods in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the Library Director.

No program shall be permitted that endangers Library patrons, staff, Library facilities, or otherwise materially interferes with Library operations.

Any patron who would like the Library to reconsider a program that is sponsored or co-sponsored by the Library must submit a Request for Reconsideration form.

The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Patron Code of Conduct

Program participants should expect that photographs/video will be taken at events and used on the Library's social media sites and/or website.