

BETHLEHEM PUBLIC LIBRARY

PROGRAMMING POLICY

Policy Adopted by the Board of Trustees January 12, 1998.

Policy revised December 9, 2002

The library sponsors informative and entertaining talks, demonstrations, audio-visual presentations, workshops, children's storytimes and crafts, concerts, and other special events. Library programs are coordinated by library staff and offered free to the public. Library programs provide an opportunity to present the library and its resources to the community, promote literacy and reading, and provide shared family activities.

Programs are selected by library staff for their relevance to community needs and interests, popular appeal, and suitability for a general audience. Presenters are chosen for their proven expertise and public performance experience. Other factors considered are the availability of staff and meeting rooms.

Funds are budgeted for special Youth Services and Adult Services programs, Community Day, the Wenzl Lecture, Evenings on the Green and other musical performances.

No fees may be charged to people attending library programs except with the approval of the library director. The only items that may be sold are books and recordings by authors and musicians. Friends of the Library or associates of the performer must handle the sale of these items.

Some children's programs may be restricted by age level or residency. Registration is often limited; waiting lists are taken.

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.

The library promotes its in-house programming through *footnotes*, fliers, news releases, the library's website school calendars and TV18/ Bethlehem. Presenters may not publicize their programs without approval of the library director.

Bethlehem Public Library is handicapped accessible; assistive listening devices are available.