



LIBRARY PROGRAMS

The library supports its mission by developing and presenting programs that provide patrons with opportunities for information, education and entertainment. Librarians use the following criteria in making decisions about program topics and speakers:

- Community needs and interests
- Availability of program space
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Relation to library collections, programs and events
- Connection to other community programs or events

Library programs may not be used for commercial or partisan purposes, or for the solicitation of business.

High-demand library programs may be limited to district residents, as determined by the Library Director or his/her designee. Attendance at children's and teens' programs may also be limited by age or grade level.

Registration for programs may be required for planning purposes. If a registration start date is established, no registrations will be taken prior to that date. The library may choose to offer registration in-person, by telephone, or online, or any combination of the three. In-person registration requires the patron's library card; telephone registration requires the library card number; online registration requires the library card number and password.

Late arrivals may be turned away.

Program Fees

The library will charge fees for adult programs in the following circumstances:

- Craft materials of significant cost are used to produce an item which becomes the personal property of the participant.
- Participants receive print or non-print educational materials which become their personal property.
- Participants receive an attendance or completion certificate which can be used for their personal benefit.
- The program is a trip that involves a specific cost for transportation, meals and/or admissions for each participant.

Program fees are due at the time of registration. The library may designate some programs as “non-refundable.” The library cannot accommodate refund requests after the advertised deadline (typically one week prior to the program). Those patrons requesting refunds must do so using the library’s designated form. Approved refunds will be issued by check after the next library board of trustees meeting.

Trips

District residents may sign up one additional guest for a trip at the time of registration. Participants may not substitute a replacement for themselves without the express permission of library staff. Replacements will be taken on a first-come, first-served basis from an existing wait list.

Group transportation cannot wait more than five minutes for latecomers. Patrons not planning to return with the group must notify the person in charge of the trip.

Children under the age of 18 may not attend library trips unless accompanied by a responsible adult.

Children’s Programs

Parents or caregivers of children in preschool or younger are required to remain in the program with the child. Parents or caregivers of children in Kindergarten through sixth grade are required to remain in the library while their child is attending a program.

In order to register a child for a program, the child must have a Longwood Public Library card.

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