



Newburyport Public Library Programming Policy

Mission Statement

The Newburyport Public Library (NPL) is a community hub that inspires and empowers all to pursue knowledge, culture and social connections.

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This policy is intended to provide Newburyport Public Library (hereinafter referred to as the NPL) staff with necessary guidelines to assist them in the development and implementation of library programs. It is also intended to inform the public about the criteria and mission behind the development of NPL programs.

Purpose

The purpose of library programs is to fulfill the NPL's mission of bringing educational, recreational and accessible programming to the public.

The NPL is committed to providing materials and services in a variety of formats that satisfy the educational, informational, recreational and cultural needs of our community. The NPL supports lifelong independent learning and is meant to serve as a center for community services, programs and information.

A trained and helpful staff uses traditional and innovative methods and technology to efficiently provide quality services and programs in easily accessible and welcoming environments.

For purposes of this policy, an NPL program can be defined as a specific educational, recreational or cultural group event or activity sponsored by the library. Programs may be ongoing, a series or a one-time event.

Library programs benefit the community by introducing users and potential users to the resources offered by the library. Programs also raise the library's profile within the community and provide an opportunity to increase library use.

Content

The selection and organization of library programming is done by qualified library staff, based on the needs and interests of the community at large.

Beliefs and opinions expressed during these programs do not represent the opinions of the NPL, library staff, Library Board of Directors or the City of Newburyport.

Sponsorship/Endorsement

The NPL may agree to sponsorship of programs with outside businesses or organizations provided that the content of the program adheres to the mission of the NPL. Sponsored programs will allow for use of space within the NPL as well as the use of in-house audiovisual equipment.

- The NPL reserves the right to decline sponsorship for any unsolicited programs.

Independent use of the library's meeting spaces for programs by individuals, groups or businesses is not permitted.

Any member of the public may suggest topics or presenters. Submitting a program idea does not guarantee that the NPL will include said program in the library's programming schedule.

Publicity

The NPL will generate and disseminate all publicity for library sponsored or co-sponsored events, unless mutually agreed upon by NPL and co-sponsors.

Only NPL staff members will have access to library publicity avenues such as mailing lists, the NPL website or NPL emailing lists.

The NPL reserves the right to take photographs at events for internal use, display and evaluation purposes. Program presenters, speakers and participants may bring and use cameras and video equipment to record the program for personal, non-commercial use with the NPL's express permission, as well as the permission of those presenting the program. Photographs and recordings should not be made with the intent of personal profit or sale.

Virtual Programming

The Newburyport Public Library offers virtual programming via a City/NPL controlled virtual meeting account. These programs may include programs that are run simultaneously at the library or other physical location as well as virtually.

The Newburyport Public Library will use their own virtual meeting software unless mutually agreed upon by NPL and co-sponsors. NPL staff will handle all program registrations and patron data. The NPL reserves the right to record any virtual program. If the presentation is to be recorded, this information will be available to registrants before the program begins.

While hosting the virtual program, the Library will follow standard industry best practices for virtual events. Patrons are expected to follow the Newburyport Public Library Behavior Policy. Failure to follow this policy during a virtual program may result in their immediate removal from the program. Depending on the severity of the violation, individuals may also lose the privilege of attending some or all future library programs.

Patrons are required to use their own equipment off-site to attend library virtual programs. While the NPL will endeavor to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, the Library makes no guarantees that every patron will be capable of accessing library programming virtually using their personal devices or internet connections. Furthermore, the NPL makes no guarantees of the quality of the audio or visual aspect of the program, nor of the stability of the internet connection of the patron, the presenter, or the library host. While the Newburyport Public Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending events understand and accept that all online activity comes with some degree of risk and agree that the NPL is not liable for any emotional or financial damages that may result from attending a library virtual event.

Sale of Items

At the conclusion of library-sponsored programs, speakers/presenters may sell books/CDs/DVDs that they have created. All aspects of the sale, including displaying materials, collecting money and providing change, are the responsibility of the program presenters. Upon request, library staff will provide a table for sale items. Staff will also display library copies of the items for patrons to borrow.

Responsibilities

Every NPL- sponsored or co-sponsored event will have a staff member designated as the point person for all program needs, including planning, publicity and general information.

Every attempt will be made to accommodate all who wish to attend and participate in a library program. With reasonable notice, it is the responsibility of the NPL to secure use of such assistive devices available to the City of Newburyport to achieve this goal.

Limitations

NPL programs must be free of charge and open to the public. The NPL reserves the right to limit program attendance based on space and staffing constraints, safety issues or unreasonable disruption to NPL services or activities. NPL staff will attempt to limit any disruption as much as possible. The NPL reserves the right to set age limits or make recommendations for age limits for programs.

The NPL reserves the right to cancel programs; rescheduling will be at the library's discretion.

Evaluation

To determine programming that meets the Library's mission and is of interest and use to the public, the NPL will regularly evaluate programming. Evaluation methods may include, but will not be limited to, attendance, audience surveys/questionnaires, audience feedback, community input, presenter comments and staff opinion.

Approved by the Newburyport Public Library Board of Directors – 10/21/2020