
PROGRAMMING POLICY

A program is a planned interaction between the library staff or outside presenters and the program participants for the purpose of promoting library materials, facilities, or services; as well as offering the community an informational, entertaining, or cultural experience. Programming includes such activities as story times, crafts, summer reading program, book and author discussion groups and special speakers and events. Selection of library program topics, speakers, courses, classes and resource materials will be made by library staff on the basis of the interests and needs of library users and the community. Programs may be targeted to a general audience or be tailored to an age-specific audience. Library programming should not exclude topics, books, speaker, media and other resources because they might be controversial. The library does not conduct programming that is commercial, political or religious in nature.

- Library programs must be non-commercial. No solicitation for business will be permitted. The library does not advocate or endorse the content and viewpoints of presenters and programs. The sale of products at a library program is not allowed, with the exception of writers, performers and artists who may obtain library approval to sell their own works and items sold by the Friends of the Hartland Library.
- Because of seating limitations registration may be required for some events. The library reserves the right to limit the attendance at events due to the wishes of the presenter or space limitations. A waiting list may be compiled and efforts will be made to confirm attendance prior to the event or program.
- Programs may be cancelled for a number of reasons, including severe weather, absence of presenter, or low registration. Cancelled programs are not automatically rescheduled.
- The library promotes its programming through fliers, the library's website, social media, and local news media. Presenters may not publicize their programs without approval of the library director.

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