

	<b>THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL</b>			
	Subject:	<b>Programming Policy</b>	<b>Section R06</b>	<b>Index #05</b>
	Effective Date:	March 1, 2020	Approved By: Lambton County Council	
	Revision Date:	January 1, 2020		
	Drafted on:	January 1, 2020		

## PURPOSE

The purpose of this policy outlines how Lambton County Library (the Library) will provide equitable access to programs that provide information, invite public discussion, encourage curiosity and creativity, promote literacy and reading, and promote the Library's services and resources.

## POLICY

Effective Library programming supports the County of Lambton Cultural Services Division's strategic goals to enhance access, visibility and community engagement, create and deliver great experiences, develop partnerships, increase community involvement, maximize the value of the Library's collections and spaces, build cultural capacity and manage the Division's resources efficiently. Effective Library programming is also important in fulfilling the Library's role to provide lifelong learning and cultural enrichment to the residents of Lambton County.

## RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services, Community Library Supervisor, Assistant Library Supervisors, Public Services Coordinators, Technical Services staff, Library Technicians and front line Library staff.

## DEFINITIONS

**"Caregiver"** is anyone thirteen (13) years of age or older to whom the parent has given responsibility for the care of a younger child.

**"Child / Children"** are individuals from birth up to and including age twelve (12).

**"Parent"** is any person who is either the natural, adoptive, foster parent, or legal guardian of the child.

**"Programs"** are any group activity offered to the public that Library staff coordinate, plan and / or present.

**"Teen(s)"** are individuals aged thirteen (13) to seventeen (17).

## **REGULATIONS**

### **1. General Principles**

#### **1.1. The Library will:**

- 1.1.1. Offer programs for children, teens, adults and families;
- 1.1.2. Participate in co-operative programs with other agencies, organizations, institutions or individuals;
- 1.1.3. Promote programs through various communication channels;
- 1.1.4. Allow presenters to display products or books for purchase;
- 1.1.5. Make available a wide spectrum of opinions and viewpoints;
- 1.1.6. Select programs based on the interest and need of the community;
- 1.1.7. Use programs to promote interest in literacy;
- 1.1.8. Make programs available free of charge, wherever possible;
- 1.1.9. Limit program attendance based on safe use of space, or when success of a program requires such;
- 1.1.10. Make programs open to all, based on a first-come, first-served basis, either with advanced registration or in a drop-in capacity;
- 1.1.11. Avoid offering programs that are purely commercial;
- 1.1.12. Regularly evaluate the planning and delivery of Library programs;
- 1.1.13. Make available a process for user feedback, expressions of opinions and concerns about programs.

2. Strategic marketing efforts to promote programs will be planned and developed by the Lambton County Library Communications Officer.

3. The age of the child will determine if a parent or caregiver will remain with the child or within the facility for the duration of the program as outlined in the Children's Services Policy.

### **4. Community Need**

4.1. Lambton County Library determines community programming needs based on the Library-developed categorization based on the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) Guidelines for Rural / Urban Public Library Systems, as well as the most recent Lambton County Library Community Needs Analysis.

4.2. The hours of programming allotted to each Library is determined by the Library category. The category takes into account many factors including, but not limited

to, the size of the Library, its circulation and its location. Maximum programming hours are as follows:

- 4.2.1. Category A - 16 hours / week
- 4.2.2. Category B - 12 hours / week
- 4.2.3. Category C - 8 hours / week
- 4.2.4. Category D - 4 hours / week

## **5. Program Planning and Delivery**

- 5.1. Public Services Coordinators will develop centralized programming initiatives that take into consideration not only the strategic goals and mission of Lambton County Library, but also the larger County of Lambton Cultural Services Division.
- 5.2. Front-line Library staff, such as Branch Assistants, Library Technicians and Community Librarians, will deliver programming as outlined in their respective job descriptions.
- 5.3. All programs must be approved by Assistant Library Supervisors prior to planning, promoting or delivery of programs.
- 5.4. Program titles will conform to centralized naming conventions in an effort to create consistency across Lambton County Library locations.
- 5.5. Library programs will be developed both independently and in conjunction with local organizations.
- 5.6. Program planning will adhere to the Lambton County Library Programming Manual to ensure the program meets community needs and interests, reflects current trends and Library best practices.
- 5.7. Programs will be developed with consideration for the principles of accessibility, equity and inclusiveness.
- 5.8. When designing programs, staff will identify expected outcomes.
- 5.9. Wherever possible, staff will work to plan programs that cross-promote other County of Lambton or community initiatives.
- 5.10. External presenters delivering programs will not solicit business, customers or volunteers, or market their commercial products or services. Exceptions made in service of strategic objectives must be approved by the Manager, Library Services.
- 5.11. Front-line library staff members may respond to the media concerning specific details of identified program(s), such as but not limited to the time of the program or the number of participants. All other media inquiries must be handled in accordance with The Corporation of the County of Lambton's Code of Conduct.
- 5.12. At public events, there is an expectation that photographs may be taken by Library staff or members of the media during Library programs. When Library staff take photographs of program participants, consent must be obtained (as these photographs may be used for promotional purposes) in compliance with The Corporation of the County of Lambton Freedom of Information and Protection of Privacy Policy (A19.02), using The Corporation of the County of Lambton Photograph-Video Consent Form (A19.02.002). Members of the media are not prohibited from taking photographs of public events in public facilities; however, it is requested that the media alert the front-line Library staff to their presence.

- 5.13. Library staff may determine on a case-by-case basis when pre-registration is required for any Library program.
- 5.14. When planning and delivering programs, it is the responsibility of all Library staff to ensure the health and safety of program participants, including adhering to any legal requirements pertaining to matters such as insurance and / or liability.
- 5.15. Library staff are required to collect, assemble and record statistical data concerning the attendees of Library programs.

**6. Program Evaluation**

- 6.1. Lambton County Library follows a formal program evaluation process as outlined in the Lambton County Library Program Evaluation Guidelines.
- 6.2. Evaluations are used by Lambton County Library to measure the success or failure of programs in Lambton County communities and to encourage growth, resourcefulness, and ingenuity in both staff and library patrons.
- 6.3. Library staff are required to distribute and collect program evaluations.

**ASSOCIATED DOCUMENTS**

Administrators of Rural and Urban Public Libraries of Ontario Guidelines for Rural / Urban Public Library Systems (3rd edition)  
 The Corporation of the County of Lambton's Code of Conduct  
 The Corporation of the County of Lambton Freedom of Information and Protection of Privacy Policy (A19.02)  
 The Corporation of the County of Lambton's Photograph-Video Consent Form (A19.02.002)  
 Lambton County Library Children's Services Policy  
 Lambton County Library Program Evaluation Guidelines  
 Lambton County Library Programming Manual

**POLICY HISTORY**

REVISION	DATE	PREPARED BY
Revised	March 1, 2020	Manager, Library Services
Revised	November 1, 2013	General Manager, Cultural Services
Revised	December 7, 2005	Manager, Libraries, Museums and Gallery
Created	November 29, 1995	Chief Librarian