

# NCRL PROGRAM GUIDELINES

## PURPOSE & DEFINITION

North Central Regional Library is committed to meeting needs, building connections, and enriching lives by offering engaging, inspiring, and intellectually stimulating programs to all members of our communities.

A NCRL program is any event in which NCRL staff are involved in the planning, implementation, and/or evaluation, regardless of the program's location or the staff's time commitment.

Library programs are considered a core service that help us meet our strategic goals and support our mission: *Connecting the people of North Central Washington to vital resources and opportunities that foster individual growth and strengthen communities.*

## GUIDELINES

### Logistics

1. Library programs must be free and open to the public. Special outreach programs for specific groups such as schools or service organizations may be approved. Attendance shall not be restricted because of gender, race, background, beliefs, or social status.
2. Programs may be limited by space, budget, and staff availability. NCRL reserves the right to set age limits or recommendations for programs. Attendance may also be limited when the safety or success of the program requires it.
3. Products or services may not be sold during programs. The sale of works (such as books, music, or artwork) by presenters, friends groups, or local bookstores may be allowed before or after the program *with prior arrangement* from NCRL staff.
4. Community partnerships and/or corporate sponsorship of programs should aim to reach a broad audience and mutually benefit both parties.

### Content

1. Programs are intended to create an engaging library experience and may be for educational, informational, or entertainment purposes.
2. Hosting a program does not constitute an endorsement of the content of the program or the opinions expressed by the presenter or participants.
3. For profit groups may present programs if they are free and provide value to participants. They may provide information about their business, but the whole program cannot be a sales pitch.

### Planning & Evaluation

1. NCRL avoids competing with other community agencies offering similar programs.
2. Any member of the community may suggest a program. Suggestions will be accepted based on how closely they meet NCRL's mission, guidelines, needs, schedule, and budget.
3. Appropriate effort will be made to provide programs as advertised. NCRL reserves the right to reschedule or cancel any program as necessary.
4. Library programs may be evaluated through audience surveys, staff input, and attendance.