



Programming Policy

Approved by: Eastern Counties Regional Library Board

Date approved: May 26, 2023

Date last reviewed: August 21, 2024

Eastern Counties Regional Library (ECRL) provides free programs that respond to community interests and needs within our organizational capacity. Our programs aim to expand opportunities for learning, connection, entertainment, and growth.

ECRL upholds the principle of intellectual freedom and supports the rights of individuals to read, speak, view and exchange differing points of view on any subject. To accomplish this, ECRL may present controversial programs that provide public access to diverse perspectives on an issue.

In addition to our own programs, at times ECRL will partner with individuals and groups to offer programs where possible.

Purpose

The purpose of this document is to provide information about the programs offered at ECRL, as well as the guidelines used to choose and create programs.

This policy applies to all programs that are organized by ECRL or a library partner. This policy does not apply to events that outside groups host in the Community Use Rooms available at some library branches. See the ECRL Community-Use Room Booking Policy for more information.

Definitions

Programming: A planned presentation given at a scheduled time by library staff or a library partner to one or more library users. Programs include computer instruction, scheduled tours of the library, facilitated gatherings to promote social and recreational activities (e.g., knitting groups), talks given to one or more library users that introduce users to library materials or services, children's story times, and class visits. Programs provide cultural, recreational, or educational information, often designed to meet a specific social need.

Passive Programming: Passive programs typically consist of an activity that library users can participate in spontaneously. Passive programs are staff-initiated self-directed activities offered

at library branches that allow library users to participate with minimal or no staff direction. This includes but is not limited to 'Take and Make' craft kits, community puzzles offered in-branch, printed colouring sheets, and printed word puzzles (e.g., crossword puzzles).

Program Development

Library programs are offered within the scope and operational capacity of ECRL and based on community needs and interests. The main goals of library programming at ECRL are to support literacy, foster social connection, and to encourage people to use the library.

If a member of the public has suggestions about the type of programming they would like to see offered at an ECRL branch these suggestions can be made via the Contact Form on the ECRL website. Please note that though we welcome all suggestions, we are unable to offer all of the programs submitted to us.

Guidelines for Library Programs

- Programs provided in partnership with ECRL must be open to the public and offered free of charge. ECRL considers any person, group, or organization that wishes to work with the library to offer a program during regular library hours a partner.
- Programs must be designed to provide information or an experience for the public without promoting a business, product, or commercial enterprise.
- Fundraising on behalf of other organizations is not permitted at any ECRL branches.
- If interested in partnering to offer a library program, the prospective partner must submit a Program Partnership Request Form a minimum of 4 weeks in advance.
- Programs must be limited to one of the following options to determine sustainability and maximize variety in programming:
 - A one-off, one-time event
 - A weekly program offered for one month (4 sessions max).
 - A monthly program offered for a season (4 sessions max).
- All conduct by partners and participants must follow the Library Use Policy.
- All programs must comply with the ECRL Food and Beverage Policy.
- All programs must take place during regular library hours.

Offering a Program Partnership

We encourage interested members of the public to submit a request to offer a program in partnership with ECRL. All submissions will be reviewed based on our programming guidelines, needs, and resources (including staffing resources, capacity of spaces, and more).

If interested in partnering to offer a library program, prospective partners must submit a Program Partnership Request Form. This form can be found on the ECRL website on the Using the Library page.

The Program Partnership Request Form requires all prospective partners to include a description of the proposed program, the requested library location(s) for the program, partners involved, presenter details or biography (if applicable), and any promotional strategies or plans the proposed partner has in mind. This form must be submitted a maximum of 6 months and minimum of 4 weeks in advance of the date of the program.

While we welcome all submissions, we are unable to partner to offer all of the programs pitched to us for various reasons, including but not limited to staffing, capacity, and operational constraints. ECRL Management will contact the applicant if we are able to host the proposed program.

Questions?

If you have any questions or concerns about this policy or its related procedures please contact admin@ecrl.ca.