Greenwich Library Policy
Programming
Approved October 14, 2025

For definitions and other information relevant to understanding Library Policies, please see *Introduction to Library Policies*.

Definitions.

"Attendee": An individual who attends a Library program.

"Fundraiser": A Library program which may be restricted in access for the purpose of soliciting support for the Library.

"Non-Library Program": A program in which a member of the community or group is using Library space, such as rental, without the direct management, endorsement, or oversight of the Library.

"Program"/ "Programming": A Library-sponsored activity or event, or series of activities or events in a group setting in which members of the general public attend for educational or cultural interest and enlightenment.

"Registrant": An individual who has registered to attend a Library program.

Purpose.

The mission of Greenwich Library ("the Library") programming is to provide leadership in the educational and cultural experiences of the community by offering a diverse and dynamic mix of consistently high-quality programs. It seeks to bring programs which 1) promote lifelong learning 2) foster literacy and reading 3) deliver dynamic educational and cultural experiences to diverse audiences 4) connect community members to one another through shared experiences and 5) support a positive civic life.

Programs are important as resources for voluntary inquiry and the dissemination of information and ideas, research, independent interests, and the educational and cultural needs of residents. As such programs are provided for the interest, information, and enlightenment of all residents and represent a wide range of varied and diverging viewpoints. Furthermore, programs provide access to content that is relevant to the research, independent interests, and educational needs of residents. Programs are a resource for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents.

This Policy upholds the mission and goals of Greenwich Library by setting guidelines for the planning and operation of Library programs and events. It is also used to inform the public about standards and principles that are applied to program selection and its programming management process.

Statutory Requirements.

This policy is in accordance with SB1271 "An Act Concerning School and Public Libraries" which states:

- No Library material, display or program shall be removed, or programs be cancelled, because of the origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program.
- Library materials, displays and programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or in the display and program policies.
- All Library programs are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Scope of Programs.

Programs may include, but are not limited to, lectures, forums, visual and performance art, concerts, instructional classes or workshops, fairs, discussion groups, technology programs, story times, class visits, library tours, community outreach, exhibits, and presentations for social, cultural, educational, or recreational purposes. Library programs are programs that are created and/or curated by librarians and non-Library programs are those created by members of the public or community.

Roles and Responsibilities

The Library Board delegates development, presentation and oversight of programs to the Library Director and Staff.

The Public Relations and Programming Manager's staff in coordination with librarians of the Information Services division and Branch Librarians are accountable for planning, scheduling and implementation of programs under the auspices of the Staff Programming Committee. Designated Library staff are responsible for the development, coordination and supervision of Library programs. Attendees are must comply with Library Policies.

Program Development, Coordination, and Supervision

Responsibility for overall program development rests with the Staff Programming Committee who plan programming on an ongoing annual cycle. Program planning and facilitation are delegated to Staff based on their job responsibilities and areas of expertise. Librarians are professionally trained to curate and develop programs. Librarians who develop programs utilize professional skills, collections, equipment, facilities, and feedback from the community in planning and executing Library programs. Library Staff must be present at all Library-sponsored programs.

Program Selection.

When making decisions regarding program content, presenters, and related resources, Library Staff consider the following:

- Relevance to the Library's mission, strategic plan, and service goals
- Community needs and interests
- Representation of varied and diverging viewpoints
- Potential to promote the use of Library offerings
- Presentation quality as determined by presenter's background, record of presentation, and qualifications in content area
- Historical, cultural, local, or educational significance
- Space and staff availability and suitability
- Budget
- Balance of current programs and subject areas being offered at the Library
- Connection to other community programs, exhibitions, or events
- Safety and security of Library property, users, and staff
- National and local observances, commemorative months, and initiatives

Virtual Programs.
The Library has the right to conduct virtual programming vis-à-vis appropriate online software. The criteria and rules of this policy apply equally to virtual programs.

Locations.
Library-sponsored programs may take place at any of the Library's physical locations, offsite locations, and online; and may be delivered by Library Staff or Library partners. Programs may be live-streamed or recorded for later playback, either in person or via web-enabled technologies.

Funding.
Funding for programming is provided solely through private donations. The Library may also partner with other institutions, organizations, or individuals who have received funding to offer Library-sponsored programs.

Library programs are open to the public and offered free of charge.

Endorsement.
Library sponsorship of a particular program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants.

Non-Commercial.
Library programs are non-commercial in nature. Programs are not used for the solicitation of business. Presenters and performers, whether individual or organizational, shall not use a Library program to petition, advertise, recruit members or customers, or solicit funds. While the Library welcomes professional experts to present at its events, Library programs cannot be used directly to further commercial, religious, political, or partisan purposes. Presenters are permitted to have business-related brochures, flyers, or other information available for attendees to collect if such attendees are interested. Presenters cannot distribute such materials as part of the event.

Program materials
Authors may offer their book(s) for sale either by the author or through Library-approved booksellers. However, the Library, at its discretion, may restrict such sales as time, place, and manner allow. Performers or presenters may receive permission to sell their creative works as part of a Library program. Sale of these works and/or other products at Library programs is not permitted unless authorized by the Library Director or his/her designee. However, the Library, at its discretion, may restrict such sales as time, place, and manner allow.

Library Staff are prohibited from participating in the sale of books or creative works connected to a given program.

Event Management.

For any Library-sponsored program, the Library staff may:
1. require ticketing or registration
2. restrict attendance based on space capacities
3. restrict programs based on age such as those developed for children or young adults
4. require caregivers to be present for children's programs
5. develop and enforce rules concerning program registration, wait-lists, capacity, late arrivals, and walk-ins.
6. restrict access to programs to cardholders only
7. remove a registration if the registrant does not respond to confirmation correspondence
8. prohibit the participation of an attendee at a program if they are in violation of Library policies
9. determine the level of publicity needed to obtain an optimal audience for the program
10. cancel a scheduled program based on, but not limited to, low interest, facilities problems, staffing issues, or force majeure events
11. utilize volunteers to assist with program execution such as registration and seating

Program Evaluation.

To ensure that programs meet the Library's mission, the Library conducts ongoing evaluation of its programming. These assessments may include measuring attendance, collecting surveys, or analyzing other objective and subjective data. These measurements are then utilized by the Programming Committee to help determine modifications to the Library's programming mix.

Program Access

The Library will, to the best of its ability, publish access information and requirements as reasonably ahead of the program time as possible.

In no way does the Library guarantee seating once a program has begun.

All attendees and registrants must follow Library practices governing programming, or they may be prohibited from attending or participating in programs.

In the event of a cancellation, the Library will, to the best of its ability, notify registrants and the public as soon as it is feasible to do so.

Photography and videorecording by attendees during an event is strictly prohibited.

The Library, in compliance with the American Disabilities Act, will ensure there is seating and auditory support devices available for anyone who needs accommodation. Requests for reasonable accommodation must be sent to the Library at least two weeks prior to the event.

Recommendations for Programs and Non-Library Programs.

Anyone person or group interested in presenting a program or who has a program to recommend to the Library may submit a proposal through a form available on the Library website. The submission will be reviewed by Library Staff based on the criteria established in this policy. The Library has the right to decline a recommended program using the criteria noted above.

Recommendations for Programs which are fundraisers for organizations other than the Library will not be accepted. Programs which are not accepted as a Library program may be eligible to rent space at the Library to hold a Non-Library Program if they meet the requirements set forth in the Meeting Facilities Policy and specific space agreements. See those documents for further information.

Members of the public may not use open areas of Library facilities and premises to hold Non-Library Programs. Any individual or group who seeks to host a Non-Library Program on Library premises must receive prior authorization from the Library to do so.

Partnerships.

A partnership is an at-will relationship between the Library and an institution, non-profit organization, community group, or individual. These relationships involve an effort to provide and/or promote activities and services for the public. Partnerships can range from a one-time collaboration to a long-term arrangement. The Library welcomes partnerships that support its mission and strategic goals and may choose to co-host programs with these partners. Partners must comply with all Greenwich Library policies and failure to do so may result in a termination of the partnership. Partners that participate in co-hosting or co-sponsoring a program will receive acknowledgement in marketing and public relations materials.

Photography and Filming.

Programs sponsored by the Library at Library facilities or at off-site Library sponsored events may be photographed or video-recorded by the Library staff or its representatives. Attendance at a Library sponsored program constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Library.

The Library may utilize photos and videos from public programs and events at the Library and at off-site Library sponsored events on its website, social media and in Library publications, as well as distribute to local media for the purpose of promoting the Library. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without the approval from the photographed individual, parent or legal guardian.

Participants may request that their image not be used by the Library by alerting a staff member before the start of the program.

Fundraisers.
Occasionally the Library may, at its discretion, hold a program or event which is designated as a fundraiser. Such fundraisers are solely for the purpose of soliciting support for the benefit of the Library and its mission. Fundraisers are not considered Library programs. Fundraisers may, at the discretion of the Library, have restricted attendance or charge a fee. Fundraisers may be held either on or off Library premises. The Library reserves the right to modify its operating hours or restrict space access to accommodate such fundraisers.

Requests for Reconsideration.
Any user who desires the Library to reconsider a program must follow the steps found in the Material Review and Reconsideration Policy.   In accordance with state statute, requests to reconsider a program are limited to only residents of the Town of Greenwich.