

## SEWARD MEMORIAL LIBRARY PROGRAM POLICY

The Seward Memorial Library Board considers programming to be an integral part of library operation that furthers the mission of the library by highlighting the collection and/or services offered. Programs sponsored by the Seward Memorial Library are designed to meet the needs and interests of our community. Types of stand-alone or on-going programs offered may include but are not limited to book discussion groups, author visits, Humanities Nebraska speakers, presenters related to reading program themes or special library promotions, and staff-led tours. Suggestions from the public of program topics or presenters are welcomed, though the final responsibility for program selection rests with the Library Director who operates within the framework of the policies determined by the Seward Memorial Library Board.

- A. Recurring and one-time programs are offered year round for children of all ages. Selected programs may require registration or fees dependent upon presenter requests, supply needs, or other factors.
- B. Adult programs are offered at the Seward Memorial Library as interest warrants and as resources are available. Staff evaluation of programs will be based on attendance figures and comments from attendees. At some programs attendees may be asked to complete formal evaluations as well.
- C. The outreach program (RAH: Reading At Home) of the Seward Memorial Library has two aspects. The first is visiting the nursing homes, extended care at Memorial Hospital, and the low-income housing or other housing developments on a regular basis. The second aspect of our outreach program is home delivery. Individuals should contact the library when they want this service to begin; visits to deliver and/or pick up books will then be planned during the library's regular RAH schedule.
- D. There will be no solicitation or proselytizing outside of Library meeting rooms.
- E. Attendance at programs offered by the Seward Memorial Library may be restricted due to room capacity, availability of resources, the lack of available supervisory staff, presenter request, or age-appropriateness. When pre-registration is required, names will be taken on a first-come, first-served basis.
- F. Programs held in library meeting rooms will abide by the policies developed for meeting room use.
- G. Off-site programs led by library staff may be offered as local interest and staff availability warrants. Programs may be provided for civic or non-profit groups, at educational or religious facilities, and to citizen groups, including residents at long-term care facilities (non-profit or commercial).