



**Policies and Procedures  
Policy 0032**

<b>PROGRAMS and PRESENTERS</b>	
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**BACKGROUND**

The Library District offers programs to support the library’s mission to enrich the quality of life for all Stevens County residents by providing library resources for information, learning and recreation. Library programs extend and promote the role of the library as a community resource; enhance the information found in library collections; offer a way for people to obtain information; encourage participation in civic life; and help address the cultural and leisure-related interests of the community.

This policy concerns library-sponsored programs, both in-person and virtual.

Programming provided by Stevens County Rural Library District shall adhere to the [First Amendment of the United States Constitution](#), to the principles established in the [Library Bill of Rights](#) (and its interpretations) and the [Freedom to Read Statement](#), both endorsed by the American Library Association, and the [Washington Library Association’s Intellectual Freedom Statement](#), all four of which are made a part hereof.

**PROGRAMS**

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to the [Library’s mission, vision and values](#)
- Inclusivity
- Community needs and interest
- Diversity of viewpoint
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events

Suggestions are welcome and the Library will consider all requests from Stevens County residents or Library patrons using the above criteria. Requests from individuals to present Library programs are also considered using the above criteria.

The purpose of programs may not be for the solicitation of business. However, presenters may leave information for program participants to pick up after a program should participants be interested in purchasing items and/or services from the presenter.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

In some cases, the nature and success of a program may require that attendance or registration be limited based upon age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program is deemed controversial by some members of the community.

The Library cannot accommodate events that are expected to exceed room capacity.

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience.

The Library reserves the right to cancel or reschedule programming without notice. Rescheduling is at the discretion of the library.

All Library-sponsored programs must be open to the public and offered free of charge. However, recognizing that program attendees may wish to purchase items such as books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a Library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters, not Library staff, are responsible for the handling of all sales. (Related [Policy 0019 Community Display, Petitions & Sales](#))

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

The Libraries of Stevens County does not promote particular beliefs or views. The Library offers programs that encompass a wide range of perspectives, sometimes addressing important, complex, and issues that some members of the public may find controversial, including those that may be unpopular or unconventional. The Library will abide by the First Amendment which protects freedom of expression and the presentation of diverse viewpoints. The Library will strive to include diverse opinions and viewpoints in its programs, and offer events that appeal to various ages, interests, and information needed to engage the community. The views expressed by presenters are their own and their appearance in a program does not imply an endorsement by the Library District or any entity they represent. Reference to any specific product or entity does not constitute an endorsement or recommendation by Libraries of Stevens County.

Programs presented by the Library must be inclusive in nature. This ensures that the library remains an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equity in access to resources and opportunities; and can contribute fully to the community's success.

Concerns about library programming may be directed to any staff member.

## **PRESENTERS**

The Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

Library-sponsored performers and presenters must have some expertise, credentials, or credibility on the program topic. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because the content of the program is deemed controversial by some members of the community.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. Library staff may be paid additional hours in order to prepare for and present programs.

All performers and presenters are selected at the discretion of library staff. All in-person performers, presenters and assistants providing programming geared toward minors or vulnerable adults must submit to a background check. The Library reserves the right to not select or to cancel performers and presenters based on the outcome of a background check.

Performers and presenters are prohibited from speaking on behalf of Libraries of Stevens County and making statements or taking other actions that are intended to, or could reasonably be expected to, damage the integrity or reputation of the Library.

All presenters, performers and assistants will adhere to the [Rules of Conduct](#).

[Link to presenter form](#)