

## Program Policy

The Programming Policy provides guidelines for the development, management, and oversight of programs presented by Fairfield Public Library.

### Library Programming Defined

A Library program is an event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators or performers and may be presented at venues outside of the Library.

### Programming Planning

Programs are selected, curated or facilitated by designated staff based on community need, relevant topics, and organizational capacity. The Library welcomes suggestions from the residents on future programming.

### Co-Sponsored Programming

The Library may co-sponsor or endorse a program put on by a partnering entity. These partnerships are at the discretion of Library staff and reviewed by the Library administration.

### Admission and Sales

The Library strives to make programs free whenever possible. However, the Library and the Friends of the Library reserve the right to charge for admission, goods or services.

### Program Access

Library programs are open to the public on a first-come, first-served basis. Registration may be made in advance—by phone, in person, or online-- or at the time of the program, if space permits. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come, first-served basis, limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program.

### Behavior

Program attendees, virtual and in person, are expected to adhere to all relevant Library policies concerning appropriate Library behavior.



### **Program Evaluation**

Fairfield Public Library aims to provide programming of the highest quality and relevance. Library staff will gather statistical and survey information to guide future programming decisions and appropriate reporting. Direct feedback from participants is always welcomed.

### **Public Expressions of Concern**

The library welcomes expressions of opinion from Fairfield residents about Library programs. Concerns or questions should be addressed by contacting the Library administration. All concerns will be reviewed by the Town Librarian, reported to the board of trustees, and become part of the public record.

**Adopted by Board:**

**September 12, 2022**