

Program Policy

The Fairfield Public Library, a department of the Town of Fairfield (“Library”), aims to provide programming of the highest quality and relevance. This policy provides guidelines for developing, managing, and overseeing 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 needs, relevant topics, organizational capacity, and the organization’s strategic plan. The Library welcomes suggestions from 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 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, 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 or 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 before the program.



Behavior

Virtual and in-person program attendees 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: 9/2022

Amended: 9/2023

Next Review: 9/2024