

Program Policy

I. Purpose

The Fairfield Public Library, a department of the Town of Fairfield (“Library”), is dedicated to offering high-quality and relevant programming to the community. This policy provides guidelines for developing, managing, and overseeing programs presented by Fairfield Public Library.

II. Library Programming Defined

A Library program is an event, either in-person onsite, program in-person offsite program, live virtual program, prerecorded on-demand program or self-directed activity, planned by the Library staff for the public’s benefit. Programs may include presentations by external presenters, facilitators, or performers and may occur at venues outside of the Library as determined by Library staff.

III. Programming Planning

Library programs are selected, curated, and facilitated by designated staff based on community needs, relevant topics, organizational capacity, and alignment with the Library’s strategic framework. The Library welcomes suggestions from residents for future programming. These suggestions may be considered by Library staff as part of the planning process.

IV. Co-Sponsored Programming

The Library may collaborate with partnering organizations to co-sponsor or endorse programs. These partnerships are at the discretion of Library staff and reviewed by Library administration to ensure they align with the Library’s mission and goals.

V. Admission and Sales

The Library strives to offer free programs whenever possible. However, the Library, in collaboration with the Friends of the Library, reserves the right to charge for admission, goods or services associated with Library programs.

VI. 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 “preferential” to a specific audience (e.g., children or teens) preferential admission may be offered to those groups on a first-come, first-served basis, or the Library may limit admission to a specific audience as the

Library deems appropriate. Individuals requiring accommodations to participate in a Library program should contact the Library at least four weeks before the program date to ensure reasonable accommodations

VII. Behavior Expectations

All program attendees, whether participating virtually or in-person, are expected to adhere to all relevant Library's Code of Conduct and all other Library policies concerning behavior. Behavior which violates a Library policy may result in removal from the program.

VIII. Program Evaluation

The Library is committed to continually improving the quality and relevance of its programs. Library staff will gather statistical data and survey feedback to guide future programming decisions and ensure alignment with community needs and interests. Direct feedback from participants is always welcomed and appreciated to help improve Library offerings.

IX. Public Expressions of Concern

The Library welcomes feedback, including expressions concerns or questions, from the public about Library programs. Any such concerns or questions should be directed to 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: 2/2026