

PROGRAM POLICY

Adopted by the Cedar Mill Community Library Association Board of Directors on August 15, 2017

Cedar Mill Community Libraries supports its mission by developing and presenting public programs that provide additional opportunities for lifelong learning, personal enrichment, and literacy support.

In developing and delivering programs, the following criteria are used in making decisions about program topics, speakers, and accompanying resources.

- Community needs and interests
- Budget and cost of program, including staff time
- Space required for program
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to library's mission

Anyone interested in presenting a library program may submit a proposal that will be reviewed according to the above criteria. Lead time for scheduling space and promoting programs may run from 3 to 6 months. The library in its sole discretion will determine which program proposals are to be approved.

The library's philosophy of open access to information and ideas extends to library programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources are not excluded from programs because of possible controversy, however, presenters shall not discriminate against any person on the basis of race, religion, national origin, disability, sex, age or sexual orientation. Program attendance may be restricted by age group for programs intended for a specific age group. For example, programs for babies may exclude older children, those designed for children or teens may exclude adults and programs of adult interest may exclude children and teens.

All programs at the library are open to the public and normally offered free of charge. In rare cases, a fee may be charged for certain types of library programs, such as where there is a cost for materials to participate in the program. Some programs may require pre-registration. Registration for such programs will be handled by the library, subject to payment as the library shall determine on a case by case basis. Any contact information collected by the library will not be shared with the presenter or any other outside group.

The library is a tax exempt 501©(3) nonprofit public benefit corporation and due to this, programs designed to expressly benefit private interests are not allowed. Active promotion of any commercial entity, product or service, as well as solicitation of customers or clients, is prohibited at our programs. While merchandise sales are generally not allowed at library programs, the library will work with authors and performers who wish to sell books or recordings at library programs provided that there is a benefit to the library from those sales.