

Programs

Programs are defined as any activity offered to the public—either for groups or for individuals--that Patrick Heath Public Library staff and volunteers have coordinated, planned, co-sponsored with another organization and/or presented. Library programs may be offered inside or outside of the library or online. Anyone who donates their time to present an in-person program or to assist with an in-person program is required to complete a background check prior to service.

The library strives to offer a variety of programs that reflect the broad range of community interests. Programming attracts both actual and potential users to library facilities and services.

Patrick Heath Public Library will seek to fulfill its mission by offering programs for the purpose of

- Promoting appreciation of books and reading.
- Introducing library services.
- Enhancing the use of the library's collections.
- Improving access to information.
- Educating or informing the public.
- Promoting community discussion.
- Providing opportunities for cultural enrichment or entertainment.
- Supporting lifelong learning habits.

Types of Programs

All programs are offered free of charge and do not require a library card to attend. Types of library programming for youth, young adults and adults include the following:

- General programs, such as author visits and children's story times, which are open to the public on a first-come, first-served basis.
- Classes or seasonal special events, which may be limited in enrollment.
- Group tours or library orientations, which may be limited in enrollment.
- Programming and training provided in off-site locations.
- Passive programming, which promotes the library and its materials and services without providing a formal event at a specific time or date.
- Virtual programming, either through social media or video conferencing software.

Youth Programs

Programs are conducted for youth and their families for the purposes of developing early literacy skills, promoting reading and the use of library resources and services, broadening literary, language, and cultural experience, celebrating diversity, introducing STREAM (science, technology, reading, engineering, art, and math) concepts, and sharing the heritage of youth literature.

Guest readers, limited to members of city and county government, are invited at certain times of the year by library staff for regular weekly story times. Regularly scheduled story times are not used to host authors.

To ensure that youth will receive full benefit from in-person programs designed especially for their enjoyment and development, the following procedures have been established.

1. Children 8 years of age and older may attend scheduled library programs without a responsible person on Library Premises¹.
2. Parents/guardians should be aware of program end times and are responsible for prompt pick-up after the program's end.
3. A responsible person must remain in the direct "line of sight" of children 5 years of age and under at all times.

Young Adult Programs

Young adult programs are provided to foster creativity, curiosity, collaboration and cultural awareness in teens and tweens ages 11-17. Every effort will be made to keep programming enjoyable and applicable to the age demographic targeted by the program.

Adult Programs

A wide variety of programming is offered for adults, with priority given to programs that promote reading, literacy, community education, and lifelong learning, and encourage the appreciation of culture and the arts.

Non-Commercial Aspect of Programs

Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should always be generic in nature. No solicitation or promotion of business is permitted.

The sale of products at a library program is not allowed; however, there are two exceptions:

1. Because the library wants to encourage reading, writing, and the appreciation of culture, and because distribution channels for these materials are often lacking, writers, performers and artists may sell their own works at the library following library programs.
2. The Friends of the Boerne Public Library or the Boerne Public Library Foundation may sell items at library programs.

Program Attendance

The library reserves the right to set age limits for all programs. Attendance at programs shall not be restricted because of gender, race, special needs, background or beliefs. To ensure that participants will receive full benefit from library programs and to comply with fire codes, the library reserves the right to restrict the number of individuals attending a program. When a large crowd is anticipated, the program may be held at another location.

¹ Library Premises encompass the interior space of the Library building plus the surrounding facilities and grounds.

Responsibility for Programs

The Library Director is responsible for overseeing the library's programming in consultation with the Adult Services Librarian, Young Adult Services Coordinator, and the Youth Services Librarian.

Funding and Staffing of Programs

Appropriate funding will be allocated each year for programs.

In addition to program time for the presenter, there may be other staff requirements. Programs with anticipated large attendance may require additional staff or volunteer assistance with the program. It is important that staff be available to aid presenters and audiences before, during, and after the program.

Partnerships

Some programs will be deemed to be more successful if co-sponsored by the library and another organization. These programs might require a Program/Event Partnership Memorandum of Understanding to be signed by both parties. Please refer to our Partnerships Policy for more information.

Refreshments

Refreshments may sometimes be offered at library programs. Alcoholic beverages will only be served at library special events with proper security and appropriate permissions.

Confidentiality

As in its other functions, the library seeks to safeguard the privacy of individuals attending programs. An attendance sheet may be circulated on the day of the program; however, it will not be used for any commercial purpose. Attendees should be aware that library staff often takes photographs at these events to promote library services; if anyone does not want to be photographed, they should inform library staff during the event.

Press releases and public notification of the programs must be approved by the head of the department sponsoring the program. Co-sponsoring organizations will be recognized at programs and in any notification of programs.

Program Guidelines

In planning programs, staff should consider

1. The library's mission
2. Regional needs
3. The purpose of the program
4. The quality of the presentation
5. Appropriateness of content to the audience

6. Other programs available in the community
7. Financial feasibility
8. Adequate staffing and/or volunteer assistance

Attendance statistics and evaluations are kept to determine the impact of the program on the audience, to help in preparing budgets, to apply for funding from other sources, and to aid in future planning.

Request for Reconsideration

The library welcomes expressions of opinions from patrons concerning library programs. Questions or concerns should first be addressed with a library staff member. Patrons who do wish to continue their request for reconsideration regarding the appropriateness of programs may submit a "Request for Reconsideration" form (attachment a. to this policy). Requests for review of library programs will be considered in the same manner as requests for reconsideration of materials and exhibits, as outlined in the Request for Reconsideration Policy.

Attachments to Policy:

- a. Request for Reconsideration (Form)

Last review or revision: January 12, 2023

Initially adopted: September 9, 2004

PATRICK HEATH PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION*

REQUEST FOR RECONSIDERATION INITIATED BY:

Name: _____

Address: _____

Phone number: _____

Email address: _____

Signature: _____

Date: _____

MATERIAL:

Title: _____

Author/Producer: _____

PROGRAM:

Title: _____

EXHIBIT/DISPLAY:

Title/Theme: _____

1. Are you initiating this request for reconsideration on behalf of any group? If so, which group?
2. Explain why you object to this material/program/exhibit. Please cite specific pages and/or passages. Are your objections moral, political, religious, personal, or aesthetic?
3. What brought this material/program/exhibit to your attention?

4. Did you read/view the entire material/exhibit/program? (If not, which parts were read/viewed?)

5. What do you believe is the theme? Is there anything good about the material/program/exhibit?

6. For what age group would you recommend this material/program/exhibit?

7. What action are you requesting that the library consider?

8. What material/program/exhibit of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?

9. List any resources that can provide additional information related to your request.

** Entire form must be completed to be considered.*