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Library Operations and Services

Public Programming

Approved by Board of Trustees: February 11, 2020

Effective Date:

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Purpose:

Hudson Area Public Library supports its mission of being a gathering space for the cultural, social and civic life of our community, one that promotes literacy, a love of reading and lifelong learning, by developing and presenting programs that provide opportunities for information, inspiration, learning, cultural experiences and entertainment. Programming is an integral part of library service that:

• Expands the Library's role as a community resource

• Introduces patrons and non-users to Library resources

• Promotes literacy and lifelong learning for all people

• Provides opportunities for recreational learning, cultural experiences and entertainment.

• Builds community partnerships

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Statement of Responsibility

Ultimate responsibility for Library programming rests with the Hudson Area Public Library Director, who, in turn, delegates the authority for program management to the Adult & Youth

Services Coordinator and other designated Library staff. Programs are typically planned three to twelve months in advance of anticipated presentations.

Citizen Program Proposals

The Library welcomes ideas concerning programming and has a process to seek, review and select outside proposals for program presentations (see Citizen Program Proposal Form). Reviewing any such external and/or internal programming proposals within the context of planned activities, library staff utilizes the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Availability of program space

- Treatment of content for intended audience

- Presentation quality

- Budget / Cost of program

- Presenter background/qualifications in content area

- Relevance to community interests and issues

- Cultural, historical, or educational significance

- Connection to other community programs, exhibitions or events

- Relation to Library collections, resources, exhibits and programs

- Community needs and interests

- Timeliness

Programs provided by outside presenters must state that a program is not endorsed, sponsored, co-sponsored, nor approved by the Library.

Program presenters must adhere to the Meeting Room Use Policy of the Hudson Area Public Library.

Library Program Guidelines

The Hudson Area Public Library offers a variety of programming that:

1. All Library programs are free and open to the public. Program attendance may be limited and require advance registration. The Library will attempt to accommodate all who wish to attend a program. When limits must be established, attendance will be determined on a first come, first served basis. Advance registration or distribution of free tickets before the event may be used if attendance is anticipated to exceed capacity. On occasion, the library may offer multiple sessions of popular programs to allow for maximum attendance.

2. Library sponsored programs may be held at the Library, on City property, or off-site as appropriate. Any sales of products, such as books, CDs, or DVDs, at Library programs must be approved by the Library Director.

3. Programs are for the promotion of literacy, educational, cultural and civic activities, which do not include commercial purposes or for the solicitation of business.

4. Schools and daycare or other organized groups should contact the Adult & Youth Services Coordinator prior to attending scheduled programs. Groups that have not received advance authorization to attend a scheduled program will be admitted if space and materials are available at the advertised starting time with the understanding that it may not be possible to admit everyone in the group. When this situation occurs the group leader will be informed as to how many children can be accommodated. The group leader will then make the decision as to which if any members of the group attend. The group leader is expected to provide supervision for all children in their care, in or out of the program. In those instances, when groups cannot be accommodated at scheduled programs library staff may offer to provide a special program for the group at a later and mutually agreed upon date.

Programs Conducted by Outside Resources

The Library may draw upon other community resources in developing programs and partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs as applicable.

Professional presenters that reflect specialized or unique expertise may be hired for Library programs. Presenters will not be excluded from consideration because of their origin and background.

> All outside presenters will need to undergo a background check or equivalent when presenting a library sponsored or co-sponsored program designed specifically for children/youth under the age of 18. (Equivalent meaning a comparable background check from another source within the previous 12 months).

Background Checks are essential for:

- • Public safety and confidence

- • Limitation of liability

- • Protecting vulnerable populations

- • Customer assurance

- • Fraudulent credentials

All program presenters conducting programs specifically designed for children/youth shall submit a City of Hudson Release of Information Authorization, in order for a background check to be completed. Presenters who refuse permission to conduct these checks will not be accepted for their services.

> Exceptions: Library employees. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming and not subject to additional background checks.

Other exceptions:

    • The library does not conduct background checks on co-sponsors of programs unless an individual from the sponsoring organization is presenting a library program specifically designed for children.

    • The library does not conduct background checks on owners and/or employees affiliated with off-site locations of programs unless those individuals are presenting a library program specifically designed for children.

    • The library does not conduct background checks on presenters of programs designed for adults. The library does not ban nor discourage caregivers from having youth accompany them to programs.

    • The library does not conduct background checks for people involved in large community programs. These programs often involve multiple organizations with dozens of participants, and lists are not shared among the organizations. Examples include, but are not limited to, the following: National Night Out in the park, RiverFest, Prairie Burn Festival, a school district literacy fair, the Hudson Hospital's trick or treat parade.

    • The library does not conduct background checks on presenters of programs specifically designed for children if those presenters are from an organization that does its own background checks. The Library Director must receive written confirmation from the organization that the presenter has undergone a background check. Examples include, but are not limited to, the YMCA or Phipps Center for the Arts.

When the background check is completed, the Library Director receives a copy of the applicant's criminal history record. If the criminal background record check discloses an adjudication or conviction for any of the below-listed offenses, the presenter shall automatically be disqualified from program presentation:

    • child abuse

    • sexual abuse of a minor/adult

- sexual assault

- causing a child's death

- neglect of a child or any other individual for whom the potential volunteer had/has responsibility

- kidnapping

- murder

- manslaughter

- felony assault

- prostitution

- identity theft

- burglary/aggravated robbery

- terroristic threats

- stalking

- drug offenses with the intent to deliver

- arson

- indecent exposure/public lewdness

- child pornography

- criminal sexual conduct

A presenter's failure to disclose pending charges shall result in forfeiture of program presentation. Background checks will be kept on file for future use for a period of one year.

Online Programs by Outside Resources

The library does not do background checks for online presentations. A staff member must monitor the program. Examples include, but are not limited to, speakers bureaus and subscription services such as PageTurners.