

KELLEY LIBRARY PROGRAMS AND EVENTS

Purpose

To define Library Programs and Meetings and set guidelines for what type of programs, events, and meetings are appropriate for presentation at the Library.

STATEMENT OF POLICY

Library Program

A **Library Program** is an event that promotes the use of the Library materials, facilities or services, and/or offers the community an informational, entertaining or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. The Library strives to offer a variety of programs that reflect the broad range of community interests. **Library Programs are planned and promoted by Kelley Library.**

Library programs shall be free and open to the public, but optional charges for materials or books that participants will keep may be levied.

Kelley Library wants to encourage reading, writing, and the appreciation of culture. For this reason, writers, performers and artists these causes are allowed to sell their own works at the conclusion of the event. In all other cases, the sale of products or services is strictly prohibited unless permission is granted prior to the event by the Library Director or Assistant Director on a one-time basis.

The Library reserves the right to set age limits for children's programs. The Library also reserves the right to require a Kelley Library card to register for programs. The requirement will be made clear in all public notices of the program.

Meeting

A **Meeting** is any event, program, or meeting submitted by a **community organization or nonprofit** via a Meeting Room Request and is held in the Beshara Room or the Breen Conference Room. Due to the priority placed on ready access to Library activities (parking lot access, events/programs happening simultaneously or with overlapping times, regular Library use, etc.) meetings in the Beshara Room are capped at twenty five (25) attendees and Breen Conference Room at eight (8).

When pre-registration is required, it shall be handled by the Library. An attendance sheet may be circulated on the day of the program; however, it may not be used ~~to~~ for any commercial use. Commercial use of such information will result in loss of access to the Library's meeting space. Press releases and public notification of the programs must be approved by the Library Director/Assistant Director. **All promotional materials for meetings must include the "Sponsored by" and the group/organization name & website.**

Meetings and Library Programs must be non-commercial in nature. No solicitation of business is permitted. Solicitation of business will result in loss of access to the Library's meeting space. Although a business person or other professional expert may present a program, the program shall be for informational purposes only.

Participation in Library Programs and Meetings

Responsibility of what any individual reads, listens to, or views lies with the individual. The Library shall suggest and implement age guidelines, but the Library does not act *in loco parentis* in selecting programs and restricting access. **Please keep your child's development, interests, and abilities in mind when registering for a program even if that program is recommended for their age group.** Responsibility for minors rests with parents and guardians.

Nothing in this policy shall prohibit a person's freedom of expression of their first amendment rights as guaranteed by the United States Constitution.

Kelley Library Director and Board of Trustees welcome comments from Salem residents regarding services or program content offered by the Library. Any challenge to Library Programs/Meetings is addressed in accordance with "Request for Consideration of Materials or Programs".

Adopted July 24, 2023