



Programming Policy

The Novi Public Library ("Library") supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples' lives and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library's mission to provide information, learning and entertainment. Programming is an integral component of Library service that:

- Expands the Library's role as a community resource
- Introduces guests and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

Program Determination

Ultimate responsibility for programming at the Library rests with the Library Director. The Library Director, in turn, delegates the authority for approved program management to the Head of Information Services and other designated staff, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

Criteria for Programs

Library staff plan and develop programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience. Program presenters may be required to undergo a criminal background screening.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform or entertain and otherwise further the Library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

Co-Sponsorship of Programs

The Library may co-sponsor programs with other persons, agencies, organizations and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library's Head of Information Services and other designated staff. No co-sponsor may use the Library's name in any marketing material without prior approval of the Library Director. If a person

or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

Non-Discrimination

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

Program Attendance

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

Library Staff

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

Programming Concerns

The Library welcomes expressions of opinion from guests concerning programming. If a guest questions a Library program, they should first address the concern with the Library Director. Guests who wish to continue their request for review of Library programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Collection Development Policy.

Guidelines for Selling Books, Recordings, Art or Other Items at Library Programs

With advance approval, program presenters may sell their published work or goods. The program presenter must agree to donate ten percent (10%) of all sales to the Novi Public Library, unless a registration fee has been charged by the Library to the program presenter. Program presenters are responsible for all transactions. The Library will not provide change or equipment to assist with credit card transactions. Program presenters are responsible for handling all returns or for providing written notice of a no-return policy. Program presenters are not allowed to solicit donations, charge memberships or engage in any other monetary activity exchanged on Library property.

Approved: November 16, 2023

Signed:



Mark Sturing, President
Novi Public Library