Bayonne Public Library Program Policy

Overview

The Bayonne Public Library connects people with each other, ideas, and opportunities to support lifelong learning, personal growth, and community development.

This policy outlines the Library’s approach as it pertains to programming. The intent of this policy is to ensure programming at Bayonne Public Library reflects community needs, as determined through ongoing methods of outreach, community engagement, feedback, and needs assessment.

Programs at Bayonne Public Library serve the popular, recreational, informational, and/or social needs of the Bayonne community, and are intended to reflect equitable outreach to and engagement with our diverse community while promoting a culture of inclusion.

The Bayonne Public Library supports free and open access to information and ideas as stated in the Library Bill of Rights and the Freedom to View policies of the American Library Association.

Program Selection and Design Criteria

Criteria for program selection and design include:

- Area demographics
- Relevance to the needs and interests of the community
- Current demand
- Accuracy and timeliness of content
- Presentation quality and treatment of content for the intended audience
- Availability of similar programs through other providers
- Continuous evaluation to maintain programming vitality and usefulness to the community
- Budget and staffing considerations
- Availability of program space
- Connection to other community programs, partners, events, or exhibits
- Relation to Library collections, resources, events, or exhibits

The Library reserves the right of refusal to host any programs that it determines, in its sole discretion, are reasonably likely to be disruptive to Library operations, impede Library staff in the performance of their duties, interfere with Library patrons’ quiet enjoyment of the Library, endanger the Library building, materials, patrons or staff, or violate the Patron Code of Conduct.
or any other Library policy. The Library does not offer programs that are purely commercial, religious, or political in nature.

**General Program Rules**

1. All Library programs must be open to the public and offered free of charge, although participants may be asked to contribute to the cost of materials used in a program, such as crafts, knitting, etc.
2. Library sponsorship of a program does not constitute an endorsement of the content of the program or of the views expressed by presenters or participants.
3. In the event of a conflict of dates, staff-scheduled programs will have precedence over programs originating from outside of the Library.
4. In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program may be perceived as controversial.
5. The Library cannot accommodate events that are expected to exceed our room capacity. (Please see the Library’s Meeting Room Policy.)
6. The Library reserves the right to ask for program evaluations and emails from attendees. Information will only be used for Library business. Attendees of Library programs shall not be required to provide any personal information to outside presenters.
7. Groups or presenters wishing to serve refreshments must obtain prior approval from the Library. Alcoholic beverages are not permitted.
8. Programs that involve the sale of goods or services are prohibited, except for local authors, artists, and musicians who may be permitted to sell copies of their work.

**Payment and Cancellations**

The Library generally does not pay program presenters/performers in advance for services. Payment generally will be sent to the presenter/performer no later than 60 days following the scheduled date of the program. Performers who cancel and do not reschedule will not be paid for the canceled program. The Library requests that program presenters/performers who need to cancel their scheduled program/event provide at least one week’s notice to the Library to allow staff sufficient time to contact attendees and/or schedule an alternative program in its place. Any program presenter/performer who fails to provide adequate notice of cancellation may be ineligible to be scheduled for another program for a specified time period, as determined by the Library Director in their discretion.

**Additional Considerations**

- All programs shall end 15 minutes prior to the Library closing time.
• The Library, at its discretion, may publicize the program with in-house designed social media graphics, website graphics, flyers, posters, press releases, or other electronic media. It is the responsibility of the presenter/performer to provide all necessary information and graphics in a timely fashion. The Bayonne Public Library reserves the right to revise or redesign material supplied by the presenter to conform to Bayonne Public Library standards. All publicity prepared or to be distributed by a presenter/performer regarding a program at the Library must be submitted to the Library in advance and receive approval prior to distribution.

• The Library reserves the right to capture photographs, audio, and video recordings of any program presented at the Library for use in promoting the Library or expanding Library services, at the sole discretion of the Library, except where otherwise agreed between the Library and the program presenter/performer.

Violations

Any violations of this policy may result in the automatic rejection of all future program requests for a specified time period, as determined by the Library, in its sole discretion. Repeated violators may be permanently banned from presenting any programs at the Bayonne Public Library.

Adopted by the Bayonne Public Library Board of Trustees on 1/9/23.