

Meredith Public Library Classes and Events Policy

The Library supports its mission of being the educational, inspirational and cultural heart of Meredith by developing and presenting classes and events that provide additional opportunities for information, learning, and entertainment. Classes and events are an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for scheduling Classes and Events at the Library rests with the Library Director who administers under the authority of the Board of Trustees. In the event of the Library Director's absence, the Assistant Library Director will be responsible. The Library Director may delegate authority for scheduling teen and children's events to the Youth Services Librarian and the Assistant Youth Services Librarian.

The Library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community events, exhibitions or events
- Relation to Library collections, resources, exhibits and events

In addition, the Library draws upon other community resources in developing classes and events, and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public events. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library events; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present classes and events do so as part of their regular job and are not hired as outside contractors.

All Library classes and events are open to the public without charge. Registration may be required for planning purposes or when space is limited. Classes and events may be held on site or off site. Any sales of products at Library programs must be approved by the Library. Classes and Events are not used for commercial, religious, or partisan purposes or the solicitation of business.

The Library welcomes expressions of opinion from patrons concerning our Classes and Events. If a patron questions a library Class or Event, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration form. Requests for review of Classes and Events will be considered in the same manner as requests for reconsideration of library materials.