

Carlsbad Public Library

Public Programs Policy

The Carlsbad Public Library recognizes its role as a community cultural center where people of all backgrounds gather for reflection, discovery, participation, and growth. The Library considers community programming an essential part of library service and so develops, implements, and sponsors programs designed to meet the educational and cultural interests of the community, according to the following guidelines:

A. Program Goals

Programs presented or sponsored by the Library should present opportunities for lifelong learning, information, and entertainment, and may reflect the unique cultural heritage of our service community and region.

Programs should also aim to introduce patrons and non-library users to Library collections and services, as well as strive to increase the visibility of the Library and expand its role as a community resource.

B. Program Criteria

The Library uses the following criteria in making decisions about programming topics, speakers, and resources:

- Community needs, interests, and issues
- Historical or educational significance
- Connection to other community events and exhibitions
- Relation to Library mission, collections, and resources
- Presenter qualifications, presentation quality, and content appropriateness for the intended audience
- Availability of program space
- Budget considerations

All Library or Library co-sponsored programs are open to the public. Registration may be required for planning purposes or when space is limited. Programs may be held at the Library or off-site at another facility.

Program topics, speakers, and participants will not be excluded from consideration because of their origin, background, views, or the possibility of controversy.

Programs are not to be used for commercial, religious, or partisan purposes or the solicitation of business.

C. Regulations for Attendance

All program attendees must comply with the Library's Patron Code of Conduct policy.

The Library does not permit actions that will disrupt library functions, create safety hazards, block access or egress to public programs, or interfere with an audience's ability to enjoy a program presentation. While recognizing the public's right of free speech and peaceable assembly, the Library requires that literature distribution or public demonstrations for or against programming sessions be held outside the Library building.

The Library reserves the right to set age limits for children's programs due to appropriateness of content or skills needed for participation. Parental or caregiver involvement, participation, and attendance are encouraged at all young people's events and programs.

Room capacity as determined by the Fire Marshall as well as requirements for a high quality program experience may necessitate limits on the participation of organized groups. Multiple sessions of popular programs will be scheduled whenever possible to allow for maximum attendance.

Schools, daycares, and other large groups may need advance authorization to attend a scheduled program due to space requirements. Group leaders are encouraged to contact the Library early to ensure adequate seating. However, unscheduled groups are welcome to attend programs if space and materials are adequate, with the understanding that it may not be possible to admit everyone in the group. Group leaders are expected to provide supervision for all children in their care, both in and out of the program.

D. Community Partnerships

The Library draws upon other community resources in developing programs and actively partners with other local agencies, organizations, cultural institutions, or individuals to develop and present co-sponsored public programs.

The Library may invite specific individuals or groups to present programs of possible interest to library patrons or community residents.

E. Program Suggestions or Concerns

The Carlsbad Public Library welcomes and appreciates suggestions and offers for proposed programming events. A Program Proposal form is required to provide the Library with details concerning the topic, intended audience, purpose, contact, and other information regarding a possible program.

The Library welcomes expressions of opinion from the community concerning programming. Should a person have concerns about a library program, they should first discuss their concerns with the appropriate library staff member or the library director. Requests for review or reconsideration of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library Collection Development Policy.

The Library administration reserves the right to review any or all applications for programming and requires sufficient time to make proper investigation before granting approval.

F. Sales, Donations, and Remuneration

Writers, performers, or artisans who are presenting or featured at a Library program may offer their own works for sale to program attendees following their program. The Friends of the Carlsbad Library may offer items for sale at Library programs which they sponsor.

Presenting individuals or groups may ask for donations from attendees to cover expenses for program materials or supplies.

Authors, performers, or other program presenters may receive payment for their services from the Library or other sponsoring organization, such as the New Mexico Council for the Humanities or the Institute of Museum and Library Services.

G. Cancellation

The Library reserves the right to cancel a program for any reason, including scheduling conflicts, inclement weather, unavailability of program presenters, or other circumstances beyond the Library's control. Every effort will be made to schedule an alternative program session.

Presenters or groups are asked to notify the Library of program cancellations as soon as possible.