

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.

A. Program Goals

1. Programs presented or sponsored by the Library will present opportunities for lifelong learning, information, or recreation , and should reflect the unique cultural heritage of our service community and region.
2. Programs are intended to further the mission of the Library and be consistent with Library core values and Strategic plans. Programs should aim to introduce patrons and non-library users to Library collections and services, increase the visibility of the Library, and to expand its role as a community resource.

B. Program Criteria

1. 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
2. All Library or Library co-sponsored programs will be 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.
3. The Library endorses the Library Bill of Rights of the American Library Association, upholds principles of intellectual freedom, and supports the rights of individuals to freely access information, discuss ideas, and exchange points of view. In order to provide access to diverse perspectives, the library will present a variety of programs. Program topics,

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

4. The Library will present programs for various age groups, cultures, backgrounds, and interest groups. Programs may be offered for a general audience or be tailored to an age-specific audience. Types of programs may include book discussions, story times/storytelling, family literacy programs, author visits/readings, artistic or musical performances, film showings, demonstrations or workshops, instructional classes or training sessions, lectures, exhibits, community forums, and library tours or orientations.

5. Programs are offered free of charge and open to all; a small fee for materials may be charged.

6. Though presenters may have a business affiliation, programs are not to be used for commercial, religious, or partisan purposes or the solicitation of business.

C. Attendance

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

2. Library policy 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.

3. The Library may 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.

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

5. Schools, daycares, and other 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. 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.

6. All library programs will be Americans with Disabilities Act (ADA) compliant and accessible by persons with disabilities. Special accommodations can be requested in advance by contacting the library.

D. Community Partnerships

1. The Library may draw upon other community resources or entities whose mission and goals are compatible with the Library's in developing programs, and partner with other agencies, organizations, cultural institutions, or individuals to develop and present co-sponsored public programs.
2. 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

1. The Carlsbad Public Library welcomes suggestions or offers for proposed programming events. A completed 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. Library administration reserves the right to review any or all applications for programming and requires sufficient time to make proper investigation before granting approval.
2. 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.

F. Sales, Donations, and Remuneration

1. 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.
2. Presenting individuals or groups may ask for donations from attendees to cover expenses for program materials or supplies.
3. 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

1. 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.

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

H. Questions or Exceptions

1. Questions about this or any library policy may be addressed to the Library Director during regular business hours.

2. Exception requests to this library policy may be made to the Library Board of Trustees at any regularly scheduled meeting.