# Cranberry Public Library

**Policy Number:**      165
**Policy Name:**         Programming Policy
**Effective Date:**       07/28/2015
**Revision Date:**       08/23/2022

Library programming is offered to further the Library's mission and goals.

The Library attempts to present a broad variety of programs to meet the needs of the diverse community it serves and does not knowingly discriminate through its programming.

Selection of programs is made by Library staff based on the needs and interests of the diverse community it serves. Suggestions for programs are welcome, but the final decision on whether or not to offer a program rests with the Library staff, and ultimately, the Library Director.

**Criteria for Programming:**

1.  All library programs support the Library's mission.

2.  A "Proposal for a Library Program" form must be submitted by individuals/groups wishing to present a Library program.

3.  All programs are open to the public. Programs may be targeted to specific audiences based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. No other restrictions on attendance will apply.

4.  Registration for programs may be required due to space constraints and for the safety of the attendees.

5.  Many library programs are free, but the library does reserve the right to charge a fee for programs/classes to cover presenter and material costs or when a program is designated as a library fundraiser. Programs that require fees will be advertised as such in advance.

    - Refunds will not be granted for patron cancelations on programs made less than 48 hours prior to the program.

    - Individuals who fail to show up for a paid program do not qualify for a refund.

    - The library will refund payments for programs that are canceled by the library for any reason.

6.  The sale of materials (books, art, etc.) must be approved by the Library and must support the program.

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7.      The Library does not present or sponsor programs that promote for-profit groups/businesses. However, this does not mean that presenters at Library programs cannot be from a for-profit/business. If a presenter is from a for-profit/business they may bring materials to hand out, but they may not collect information (names, emails, etc.) from attendees.

- For-profit groups may use the Library's meeting rooms to hold informational sessions, but meeting room fees and policies do apply. The Library will not advertise, sponsor, or endorse these events.

8.      Library sponsorship of a program does not constitute an endorsement of the content or views expressed.