

Approved: 5/2020
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Library Programs & Events Policy

Long Beach Public Library schedules, develops, and presents a wide variety of programs and events that provide opportunities for information, learning, and entertainment. Programming is an integral component of Library services that:

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

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program development and management to appropriate departmental staff. The Library is interested in the opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff managing programs for the service areas, Library Administration and/or the Board of Library Trustees.

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

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

Community members interested in offering a program should submit a [Program Proposal online](#). Library staff who present programs do so as part of their regular job and shall not be hired as outside contractors for programming.

Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers Library patrons, staff,

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Library facilities, or otherwise materially interferes with Library operations. The Library does not present programs that support or oppose any candidate. Election information such as candidate forums that include invitations to all recognized candidates may be offered. Petitions or campaign literature are not permitted at such events.

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Program topics, speakers and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Payment to an external presenter will be set in accordance with the Library's Procurement Policy and may require Library Director or Board of Trustees approval. All external program presenters are required to indemnify the Library (including the Board, employees, and agents of the Library) against any damages, claims or liability arising in connection with the presentation of a program. Payment to external program presenters will only be made when the following conditions are met: Library Business Office receipt of a signed program contract, completion of program, submission of any items required by the Library, and approval of the payment at the Library's monthly Board of Trustees meeting.

All marketing and promotional efforts must be coordinated with the Library's staff and adhere to the Library's style guide. Staff approval must be secured before a program presenter distributes any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

All Library programs are open to the public. Registration may be required for planning purposes or when space or supplies are limited. Programs may be held on-site, off-site or online. A reasonable fee may be charged for certain types of Library programs including fees to cover the cost of materials that participants keep. Refunds for such fees shall be provided if the patron notifies the appropriate department no less than four (4) hours before the start of a craft program and no less than 24 hours for a cooking/food program.

Any sales of products or services at Library programs must be approved in advance by Library Administration and presenters are encouraged to donate 10% of the proceeds to the Library.

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Programs are not to be used for commercial, religious, fundraising, or partisan purposes nor for the solicitation of business.

Partnership Programs

For the good of the community and to meet community desires for a diverse range of programs, the Library draws upon other community resources in developing programs.

A partnership program is when the Library actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

The Library's programming funds may pay for a portion, but not all, of a partnership program. The Library reserves the right to request detailed information on a partner organization's funding source(s). Depending on the nature of the partnership program, reasonable fees may be charged to the public for participation or materials.

These partnership programs are separate and distinct from meeting room reservations which are simply an organization or individual using Library space without the Library actively participating in the event.

Virtual Programs

In an effort to reach the greatest volume of patrons, the Library will also offer hybrid and virtual programs. These programs will utilize Library approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at Library facilities along with programs that are solely offered virtually.

All Library virtual programs will be hosted via the Library's virtual meeting account(s). A designated Library staff member will act as "host". An external presenter will be made the "co-host". A second Library staff member will also be a "co-host" to manage the event, including recording attendance, and to deal with any technological, logistical, or behavioral issues that may arise. A third Library staff member may be required as an additional "co-host" for larger programs. While hosting the virtual program, the Library may mute attendees, lock the event after the program has begun, dismiss participants and the like.

Patrons attending virtual programs are expected to adhere to the Long Beach Public Library's Rules of Conduct while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation individuals may also be banned from attending some or all future Library virtual programs.

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Patrons are required to use their own equipment to attend Library virtual programs. Long Beach Public Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, but the Library makes no representation that every patron will be capable of accessing Library programming virtually using their personal devices or internet connections.

Furthermore, the Library makes no representation as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the Library host. Finally, while the Long Beach Public Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the Library is not liable for any physical, emotional, or financial damages that may result from attending a Library virtual event.