



POLICY: Library Programming and Use of Meeting Spaces

Purpose:

To establish rules and priorities for the selection, scheduling, and fees of programming, meetings, and the use of library spaces.

Statement of Policy: The library shall proactively seek to host an abundance of programs and meetings which represent the greatest possible diversity of genres, ideas, and expressions. Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the programs Ilsley offers.

A. Ilsley Programs and Meetings Defined:

- I. **Library Programs:** Are those that are planned and implemented by library staff and are free of charge and open to the public with the exception of fund-raising programs to benefit Ilsley and library programs that are offered at locations where public attendance is not feasible (for example, Storytimes held at local elementary schools). Professional performers and presenters who offer specialized, diverse, or unique expertise may be paid to present library programs. Such presenters shall be chosen for their proven expertise and public performance.
- II. **Non-Library Meetings:** Are those that library staff neither design nor present and do not receive support from the library and are held only in the Jessica Swift Community Room. If such a meeting is open to the public without charge, the Library will not charge a fee for the use of the room. No items may be sold at Non-Library Meetings except the sale of books and/or recordings by presenting authors and musicians. Sales of such items must be planned and implemented by the artist/presenter or their associates, not by library staff.
- III. **Library Sponsored Programs:** Are those that are neither planned nor implemented by library staff but are consistent with the library's policies, receive support from the library (e.g., by receiving staff assistance in planning and/or promotion, and/or benefitting from financial aid from the library), and are free of charge and open to the public. No items may be sold at library-sponsored programs with two exceptions: (a) The sale of books and/or recordings by presenting authors and musicians. Sales of such items must be planned and implemented by the artist/presenter or associates of the artist/presenter, not by library staff, and (b) Items that are sold at the Friends of Ilsley Library book sales.

All Library Programs and Library Sponsored Programs may be held at the library, on-line, or offsite. Programs may require registration. In the event that registration is limited, waiting lists are taken.



The library does not endorse the content of any programming or meeting or the views of any presenter or participant.

B. Selection of Programs:

Library staff select Library Programs and Library Sponsored Programs, as defined above, using a variety of criteria, including but not limited to:

- A diverse range of viewpoints, cultures, and experiences
- Relevance to the needs and interests of all members of our community
- Fulfillment of Ilsley's mission to foster public dialogue, build community, and enrich lives
- Presentation quality
- Background and qualifications of presenter
- Availability of space
- Budget and staffing considerations
- Requests from individuals

C. Use, Priority, and Scheduling of Ilsley Meeting Spaces:

Library meeting spaces are open to organizations engaged in educational, cultural, intellectual, charitable, religious, or political activities and shall be available on "an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use" ("Meeting Rooms, Exhibit Spaces, and Programs," American Library Association). The library shall control the time, place, and manner of use of its facilities, provided those arrangements do not discriminate against users' or presenters' origin, age, background, or views.

a) **Use of the Jessica Swift Community Meeting Room** shall be given first to Library Programs, second to Library Sponsored Programs, and third to other programs that are free and open to the public. However, if the Jessica Swift Community Meeting Room is not reserved for Library Programs or Library Sponsored Programs, it may be used for other purposes at the discretion of the Director.

b) Fees for the Jessica Swift Community Meeting Room:

- Programs, meetings, or events that are free and open to the public may be reserved up to three months in advance. There is no fee.
- Programs, meetings, or events that are not free or are closed to the public may be reserved for Sundays, up to three months in advance. A rental fee of \$25 dollars an hour will be charged, not to exceed \$75 for four hours. Individuals or groups may reserve the Jessica Swift Community Meeting Room for a maximum of three programs a year unless the Director approves more.



- c) **Ilsley's Three Smaller Meeting Rooms** on the second floor are available when the library is open without charge: two on a first-come-first-served basis; and the third by reservation for up to three hours.
- d) **When meetings may be held**
 - **When the library is open:** Small groups are invited to meet informally anywhere in the library (for example, the adult fiction or youth services areas) as long as normal library activities and other patrons are not disturbed.
 - **When the library is closed:** Meetings may be held only with the approval of the Director, who shall determine whether and how large a fee shall be charged to pay library staff to be present.
- e) **Right to Appeal Library Decisions:** Library users who think they have been unfairly denied use of a meeting room should discuss the matter with the Director. If they are still unsatisfied, they may appeal their denial of the use to the library trustees, whose decision shall be final.
- f) **Patrons who owe fines or other fees** to the library shall not be denied access to Library Programs or Library-Sponsored Programs.

Definitions

"Ilsley," "the library," and all similar terms include Ilsley Public Library in Middlebury and Sarah Partridge Library in East Middlebury as well as any programs either offers outside their buildings or on-line.

Sources

"Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>

"Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights", American Library Association, July 5, 2017.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI>

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybil>

| (Accessed August 7, 2018) Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

"Meeting Rooms, Exhibit Spaces, and Programs", American Library Association, October 23, 2015.

<http://www.ala.org/advocacy/intfreedom/spaces> (Accessed September 4, 2018) Document ID: c37d826b-a166-c314-998b-1a2d38194a51

Adopted by the Ilsley Public Library Board of Trustees on May 4, 1999

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