

Danbury Library Program and Events Policy

PURPOSE:

The Danbury Public Library's programming staff is committed to maintaining the library's mission of promoting knowledge, ideas, and cultural enrichment. Further, the Danbury Library recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy promotes intellectual freedom and ensures equitable access to diverse materials and programs. The Danbury Library aligns all programs with state anti-discrimination protections under CGA Section 46a-64. Professionally trained staff develop and present programs that provide information, learning, and entertainment. Programming is an integral component of library services that promotes and complements the library's other services and collections. Programs are provided for the interest, information, and enlightenment of all residents and aim to represent a wide range of varied and diverging viewpoints, and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The library recognizes the importance of programs as resources for voluntary inquiry and the dissemination of information and ideas, and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the library.

KEY DEFINITIONS:

A library program is a free event, virtual or in-person, planned by library staff for the benefit of those members of the public who opt to attend. The program may involve outside presenters, facilitators or performers and may be presented in cooperation with other entities. Use of a public meeting room by an organisation or individual to hold an event is not a library program.

SCOPE:

This policy applies to all library programs.

Roles and Responsibilities:

The Library Board of Directors delegates development, presentation, and oversight of programs to the Library Director and staff. Designated library staff are responsible for the development, coordination, and supervision of library programs. Librarians are professionally trained to curate and develop displays and programs. The final

responsibility for the library program is held by the Library Director, but day-to-day responsibility is shared by library employees that are professionally trained to curate and develop programs.

The library's programs are free and open to the public, and topics are developed in response to community needs and interests, and support the priorities set forth in the Library's mission statement and Strategic Plan.

Library programs may originate from Library staff, partnering institutions or members of the public. The library director delegates development, presentation, and oversight of programs to library staff.

In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

3. Program Access: Library programs are free and open to the public on a first-come first-serve basis. Registration may be in advance or the program may be offered on a walk-in basis.

4. Virtual Program Delivery: Some Library programs may be offered using a Library-approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program.

Patrons attending virtual programs are expected to adhere to the Library's Code of Conduct and failure to do so may result in their immediate removal from said program. The Library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

PROCEDURES:

Program Selection: The Library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program.

a. Library programs must have an educational, informational, cultural or recreational value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library.

b. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.

c. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

Program Development, Coordination, and Supervision:

Library programs may originate from Library staff, partnering institutions or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. The Danbury Library recognizes the difference between programs that are created or curated by librarians and those created by members of the public or community. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

Program Access:

Library programs are free and open to the public on a first-come, first served basis. Registration may be available in advance online, or programs may be offered on a walk-in basis.

Virtual Program Delivery:

Some library programs may be offered using a library-approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical library as well as programs that are offered only virtually. While hosting the virtual program, library staff, partnering organizations, and program facilitators will follow industry best practices for virtual events. Some virtual events may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program. Live virtual programs require advance registration. Registered participants will receive an emailed link to log onto the program and must not share the link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in the program.

Patrons attending virtual programs are expected to adhere to the Library's Behavior Policy and failure to do so may result in their immediate removal from said program. The library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk. Patrons are required to provide their own equipment and internet connection to attend virtual programs. The library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

PROGRAM MATERIALS

Books, CDs, DVDs, and other circulating materials related to the content of a program may be offered to patrons during a program in order to provide further information about the program topic.

PROGRAM EVALUATION

To provide the highest quality and most useful programming, library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

Procedures for the Questioning of Library Programs by Patrons:

The Library limits consideration of requests to reconsider material, displays or programs to individual residents of Danbury. Please see the Danbury Library's Material Review and Reconsideration Policy reconsideration form for further information on this process.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

This policy will be reviewed and updated at least every five years as required by state directives.

Approved by Danbury Library Board of Directors 10/9/25