

## **PROGRAM POLICY**

Programming is offered as a Library resource. Its purpose is to advance the well-being and knowledge of patrons who utilize Library materials, facilities, and/or services, as well as to provide cultural, educational, and recreational enrichment to the community.

The Smithtown Library participates in the Sustainable Libraries Initiative and will consider and promote, whenever possible, programs and planning that support environmental stewardship, economic betterment, and societal advancement.

Selection of Library-approved program topics, speakers, courses, classes, and resource materials will be made by Library staff on the basis of the interests and needs of Library users and the community.

Library programs are offered as the availability of staff, funds and other resources permit.

The Library may partner with another agency, community organization, or the Friends of the Library in presenting programs.

Library programs will generally be provided on a “no charge” basis except as noted below.

- The Library may charge a fee, payable to the Library, for programs to defray the expense of the presentation only in those circumstances when, in the determination of the Library, such is warranted on the basis of the program’s value.
- In a workshop situation a participant may be charged for the cost of materials used.
- The Library may charge a fee for programs where the number of registrants is limited and individual certification or instruction is provided.
- Public programs planned for fund-raising by the Friends of the Library may include an admission charge with approval of the Library Director.

Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information offered should always be generic in nature. No solicitation of business or sale of products is permitted except as noted below:

- Because the Library seeks to encourage reading, writing, and an appreciation for literature and music, exceptions are made for authors selling copies of their books and artists selling recordings of their music.

## Policy 700-170

- The Friends of the Library may sell items at Library programs they sponsor for the purpose of Friends fund-raising.

In the process of presenting a program, a speaker may include informational material that may be distributed; however, the material may contain only information that is non-commercial in nature.

Under no circumstances may a speaker/presenter solicit personal information from program attendees. All informational material distributed at a program, including press releases and other promotional material, must be approved in advance by the Library Director or Program Coordinator.

All children's programs are to be carefully planned to meet the developmental needs and interests of a particular age group. Access to programming may be limited to specific ages depending on the nature of the program, and at the discretion of the presenter or the Library staff member in charge. It is in the best interests of all children attendees that age requirements specified for each program be adhered to.

The Library Board supports the creation of reasonable rules for attendance requirements, including limiting registration to Library district residents and requiring registration.

The Library does not offer programs that proselytize a specific religious conviction. Holiday programs may be offered. The Library will endeavor to provide programs that reflect the community's religious diversity.

The Library does not offer programs that support or oppose any political candidate or ballot propositions; however, election information, such as candidates' forums that include invitations to all recognized candidates, may be offered.

In conjunction with its role as an important source of community information, "Town Hall Meetings," (informal public forums where everyone in a community is invited to attend, voice their opinions, and hear the responses from public figures and elected officials) may be allowed. Town Hall Meetings are not to be held in conjunction with an election or campaign.

Programming may provide food or refreshments.

Library-approved programs are funded in part by the Library's operating budget with additional support from grants, contributions or other gifts and donations. Program coordinators may solicit donations from outside sources, in which case, acknowledgement may be noted during the program or in publicity.

## **Policy 700-170**

Presentation at the Library is not to constitute endorsement of the presenter's opinions or positions. Organizational affiliation of presenters used by the Library in programs and promotions does not constitute endorsement, by the Library.

The Library welcomes recommendations from residents concerning programming. Questions or concerns should be addressed with an appropriate Library staff member. Requests for review of Library programs should be submitted on the "Request for Re-Evaluation of Library Material" (Policy 300-10a) form. Requests for review of Library programs will be considered in the same manner as requests for reconsideration of Library materials.

The Library reserves the right to cancel or postpone any program.

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**Policy 700-170**

**Adopted: 5/19/09**

**Last Revised: 11/18/2025**