

Programming Policy

Programming and Library Services

The Peabody Institute Library (PIL) offers programs to further our mission and support our community as a resource for a wide range of interests, ideas and cultural exposure. Programs are a priority for the PIL as a means through which the community can explore ideas, share experiences, exchange information, and connect with fellow community members and the PIL.

The Library's philosophy of open access to information and ideas extends to PIL programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants. The PIL seeks to offer a wide range of programming reflecting diverse perspectives and opinions; program topics, speakers and resources will not be excluded from programs because of the potential for controversy.

Criteria

In the development and delivery of programs, Library staff will utilize expertise, collections, equipment and facilities using any of the following criteria, in no particular order:

- Community needs and interest
- Budget and cost of program
- Space required for program
- Presenter background/qualifications in content area
- Relevance/appropriateness to the Library's strategic plan and mission
- Availability of staff time for planning, promotion and execution of program
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Library programs do not have to meet all criteria points in order to be considered or present at the Library. The PIL reserves the right to not offer a program should it not meet one or more of the above criteria.

Responsibilities

The Library Director is responsible for the delegation or approval of program authority and management to the appropriate departmental staff. Library staff who present programs during their assigned or negotiated hours, do so as part of their job. The Library also draws upon community resources, particularly where staff skill or expertise is limited, to develop programs,

including partnerships with other community organizations, libraries, cultural or educational institutions for presentation or co-sponsoring programs.

Priority will be given to programs that foster community relationships and partnerships. Final decisions on what programs are offered are made by the Library Director, subject to the ultimate authority of the Library Board of Trustees, as necessary.

Expectations

All who attend to a Peabody Institute Library program can expect:

- All programs are free and open to the public.
- Programs may be held on-site at any of the PIL's three locations, off-site or online
 - Decisions regarding conducting an in-person, hybrid or virtual program are made by the coordinating staff in collaboration with the performer or speaker.
 - A program may be converted to virtual as needed (weather, speaker issues, etc.) and Library staff will make every attempt possible to notify all registrants/potential participants of such a change.
- Professional performers/speakers/presenters are selected by qualified Library staff
- Program attendance will not exceed the capacity of designated space as determined by the fire code, or in regards to virtual programs, the capacity of the Library's Zoom account.
- Programs may be designed for and limited to a specific audience, age range or grade level(s).
- Decisions concerning an event's audience, registration, capacity, late arrivals and allowable walk-ins will be made by the Library staff supervising the event with input from the program presenter. Patrons are expected to respect and comply with decisions made by Library staff regarding the audience, registration, capacity, late arrivals and allowable walk-ins.
- Safety of attendees, presenters and Library staff are a top priority.
 - All City of Peabody Police, Fire and Public Health protocols will be followed.
 - If requested by a performer/speaker/presenter, we may require certain safety measures for specific programs.
- The Library makes every effort to provide supplies and materials, but some presenters may ask participants to bring their own supplies/materials needed for a particular workshop.

- Authors or booksellers may sell books as part of a Library program. Programs sponsored by the PIL Foundation may include the sale of merchandise as a fundraiser to benefit the Library. Sale of any other products at Library programs is not permitted unless authorized by Library Administration or the Board of Trustees.

Registration

- Some Library events may require registration in order to:
 - Maintain correct room/venue/Zoom capacity
 - Allow the presenter to prepare for the number of participants/attendees
- All registered participants will be sent a reminder about the upcoming event at least 48 hours in advance.
- We request that registered individuals notify Library staff as soon as possible if they are unable to attend to make room or potential wait-listed people or allow others to register
- High-demand events may have a waitlist in lieu of allowing walk-ins.
 - The waitlist is automatically activated once all registered spots have been taken
 - Should spots become available, every effort will be made to notify the waitlisted individuals in time for the event, in the order they appear on the waitlist
 - Walk-ins are allowed, subject to available space AFTER all registered and waitlisted attendees have entered.

Promotion

- The Library will only promote Library-sponsored events.
- The Library staff is responsible for program graphics which adhere to our branding guidelines. All external graphics must be approved for use by the supervising staff or Library Administration in regard to collaborative programs.

Event Management

- In the event of preregistration, the PIL does not guarantee seating once a program has begun.
- If the event does not have a waitlist, walk-ins may be allowed to fill unclaimed spaces
- In compliance with the Americans with Disabilities Act (ADA), the Library will ensure there is seating available for everyone needing accommodation.
 - All are welcome and Library staff are happy to make reasonable accommodations.
- All attendees are expected to adhere to the Patron Rights and Responsibilities policy

- Attendees causing a disruption during any in-person event or program may be asked to leave by the supervising staff or Library Administration.
- Attendees causing a disruption during a virtual program may be muted or removed from Zoom by the meeting host or Library staff.
- Caregivers are responsible for their children's conduct.
- At all events, we adhere to all Library policies and patrons are expected to do the same.

Program Reconsideration

Should a person wish to see an upcoming program reconsidered, they may request so through the PIL Request for Reconsideration of Library Programs form.

- Requests must be submitted in-writing to the Library Director at least 2 weeks prior to the program.
- All reconsideration requests will be reviewed by the Library Director and, if needed, be discussed with the Board of Library Trustees. The Director will inform the requester of their decision at least 2 days prior to the program in question.

As approved by the Board of Library Trustees the 5th day of June, 2023

Request for Reconsideration of Library Programs

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

1. Title of Program: _____

Presenter or Speaker: _____

Program Date: _____

2. Location of Program:

_____ Main Library

_____ South Branch

_____ West Branch

_____ Online (i.e. Zoom program)

What is the program's intended audience, according to the library calendar?

_____ Adult

_____ Teen

_____ Children

3. Why do you object to this program? Please be specific.

4. Have you attended this program (or another event with this presenter) before?

5. What do you think might be the result of attending this program?

6. What do you think is the theme or purpose of this program?

7. Are you aware of any professional reviews of this presenter or program?

What reviews have you seen?

8. How did you become aware of this program?

9. What would you like the library to do about this program?

10. Would you recommend this program to anyone? Why or why not?

11. Please suggest alternate programs that could provide similar information and convey as valuable a picture and perspective of the subject.

Please return this form to:

Cate Merlin, Library Director

Peabody Institute Library

82 Main Street, Peabody MA 01960

merlin@noblenet.org

Please submit this form to the Library Director at least 2 weeks prior to the program date. The Library Director will respond to your request at least 2 days prior to the program in question.

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