

Programming Policy

The Rye Free Reading Room supports its mission to serve as a dynamic gathering place and center for lifelong learning for Rye residents of all ages and interests by developing and presenting programs that provide opportunities for lifelong learning, cultural enrichment, entertainment, literacy support and community connection. The programming policy outlines how programs are selected, developed, and conducted at the library.

Final responsibility for programming rests with the Director, who delegates program management responsibility to the Assistant Director, the Adult Services Librarians, the Children's Services Librarians, the Teen Services Librarian, and other designated staff. In developing and delivering programs, the Rye Free Reading Room draws on staff expertise along with library collections, equipment, and facilities. The criteria used in making decisions about program topics, speakers, and accompanying resources are:

- Community interests and needs
- Budget and cost of program
- Space requirements
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to RFRR's mission
- Staff time

Anyone interested in presenting a program may submit a proposal that will be reviewed according to the above criteria. The library's philosophy of open access to information and ideas extends to library programming. Sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs 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 patrons, staff, facilities, or otherwise materially interferes with operations of the Rye Free Reading Room.

The Rye Free Reading Room draws upon community resources in developing programs and attempts to partner with other community organizations, educational, cultural, and literary institutions or individuals to present and/or co-sponsor programs. The Rye Free Reading Room is dependent on the Auxiliary Board as a significant source of program funding. In addition, grant funding is also used to support program offerings. Staff also present programs as a part of their job.

Performers or authors may sell books or media as part of a program. Programs sponsored by the Auxiliary Board may include the sale of merchandise as a fundraiser to benefit the library. Sale of any other products at programs is not permitted unless authorized by the

Director or Director's designee. Programs are not used for commercial, religious or politically partisan purposes or for the solicitation of business. However, election information, such as candidates' forums that include invitations to all recognized candidates, may be offered. Petitions and letter signing campaigns are not permitted at candidates' forums or other library programs.

Due to space limitations or due to the nature of the program, attendance at programs may be limited. Registration for programs may be done on the Rye Free Reading Room's web site calendar of events, or by calling or visiting the library. Some programs do not require registration. In some cases, the nature and success of a program may require a limited attendance based on age, such as programs intended for children or teens that are geared to their interests and developmental needs.

External organizations or individuals partnering with the Rye Free Reading Room on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing 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 programs at the Rye Free Reading Room are open to the public and offered free of charge. Tickets may be sold for special library events.

Note: This policy refers to programs sponsored by the Rye Free Reading Room, not to programs held at the Rye Free Reading Room by community groups that have rented out the space. Please see Policy for the Public Use of Library Facilities for guidelines on space rentals.