



southburlington

PUBLIC LIBRARY

Library Program Policy

The South Burlington Public Library (SBPL) will offer programs of an educational and entertaining nature for all ages that further the library's mission of promoting life-long learning and accurate information. The Library Director will use the following criteria in selecting program topics:

- Patron interest and community need
- Relation to existing collections, resources, and other programs
- Relation to the SBPL's goals and values of inclusion, equity, diversity, respect and sustainability
- Connection to other community programs, exhibitions, and events
- The SBPL budget, resources and space

All programs will be open to the public, though registration may be required for some programs due to limited space. No admission fee will be charged for any program offered by the SBPL. Events or programs held by the Library Board of Trustees, the Library Foundation or the Friends of the Library may charge admission if the funds raised go to support the SBPL. Refreshments may be served in most meeting rooms but no alcoholic beverages may be served or consumed on SBPL property. The provision of programs does not constitute an endorsement of the content or the views expressed by participants.

Program presenters may not solicit business before, during or following a program but may leave cards or brochures for attendees. Volunteer programmers selected by staff will submit to background checks through the City of South Burlington. Authors and performers may, at the discretion of the Director, sell their publications as part of a program. All program flyers will state, "The Library is ADA accessible; patrons are asked to call in advance if special services are required."

Some programs may be offered as virtual only or as hybrid events. In these cases, staff will disseminate information upon request that allows public access to the virtual meeting space.

A. Programs Organized and Delivered by the Library

SBPL staff will organize, and deliver programs, and may also invite outside presenters to deliver programs. Staff will schedule the SBPL space, set up furniture and AV, create publicity that includes the SBPL logo, and publicize the program information via some combination of flyers, calendars, press and electronic media. In some circumstances, as determined by the Library Director, outside presenters may be paid a fee or honorarium for delivery of a program.

Staff may solicit sponsors and grants, or businesses and agencies may volunteer sponsorship. Library program sponsorship is at the discretion of the Library Director.

B. Programs Hosted by the Library

Community groups or agencies may apply to the Library Director to provide programs for which the SBPL will only supply hosting services. Hosting services will include scheduling space and publicizing the hosted program via SBPL calendars and other electronic media. A community group or agency organizing a hosted program will have full responsibility for the program's content and delivery. Hosted programs must, in the determination of the Library Director, further the SBPL's mission of promoting life-long learning and meet the program selection criteria set forth above.

In order to best publicize events, the SBPL requires all program information at least four weeks before the event. Hosted presenters will be responsible for press releases and any other additional publicity.

C. Non Library Programs

Any person or group that wants to reserve a meeting room for an independent meeting, or event, must refer to the Room Rental and Usage Policy on the web site <https://southburlingtonlibrary.org/meeting-room/> and apply for the room through that link or by emailing ccarr@southburlingtonvt.gov.