



## **PROGRAMMING POLICY**

The mission of the Hopkinton Public Library is to inspire exploration, discovery, and engagement as we enrich and strengthen the social network of our diverse community. To that end, the Library offers programming for all ages.

Library sponsorship does not imply endorsement of the content or the views expressed by presenters or participants. The Library does not exclude topics, resources, or speakers because of possible controversy. As with our collection, we strive to present topics that represent a wide range of diverse opinions and perspectives.

When considering library programs, the staff consider the expertise of the presenter, the community's interest (perceived or requested), the cost and available resources, as well as space requirements, staff time, and relevance to the Library's mission.

Hopkinton residents are welcome to suggest program topics that might be of interest to the community by contacting the Director, who will pass along the suggestion to the appropriate department supervisor, who will make decisions based on the previously mentioned criteria.

- All Library programs must be free and open to the public.
- Outside performers will be selected by department supervisors after careful consideration of their experience and expertise, relevance to the Library's mission, and cost.
- Library programs may be scheduled to be held at the Library or off-site, virtually or hybrid. Decisions about where programs are held will be made by Library staff in consultation with the presenter or speaker. Programs may be converted to virtual due to weather or other special circumstances, or may be postponed or canceled altogether, based on prior agreement between the Library and the presenter or speaker.

- Attendance at programs will not exceed limits set by the presenter, room restrictions or the town of Hopkinton's fire code.
- Programs may be recorded by HCAM or the presenter. Whenever this happens, every attempt will be made to inform attendees of the recording. No programs may be recorded by attendees without the express permission of the presenter.
- The program's intended audience will be listed on the Library's online calendar.. Programs are offered for children (ages 0-10), teens (11-18), and adults (18 and up).
- Decisions concerning intended audience, registration, and any allowable walk-ins will be made by the library staff member supervising the program. Patrons will respect the staff member's decision.
- Some events may require registration due to space limits or the presenter's requirements. Registration is done through our online calendar, available by visiting [www.hopkintonlibrary.org](http://www.hopkintonlibrary.org) and clicking on the calendar link. The number of registrations available for an event will be noted on each event's calendar entry.
- Event registration will open two weeks prior to an event or at the discretion of the event planner. No early registration will be accepted.
- Patrons that have registered for an event but are unable to attend, are asked to call the Library 978-491-9777 as soon as they know, so that their spot can be made available. Patrons registering for but not attending without calling the Library on three different occasions will forfeit their right to register for further events. They may, however, show up the day of an event. If there are spots available at that time, they will be allowed to participate.
- A Wait List may be available for some events. Whether or not an event has a wait list and how many spots are available on it, is at the sole discretion of the department supervisor booking the event. If a spot becomes available either before or on the day of the event, patrons on the waiting list will be called and offered the spot in order of their place on the list. Please do not call the library and ask if a spot has become available.

The Library promotes its programs in a variety of ways. These include:

- The Library website.
- Fliers in the Library.
- Other Massachusetts libraries that are in close proximity to Hopkinton, or where the topic indicates interest might be expected.
- The Library's social media, including but not limited to, Facebook, Twitter, and Instagram.

- HCAM local access television.
- Hopkinton newspapers.
- The local newspapers of other nearby communities.
- Hopkinton community websites.

The Library will only promote programs that are sponsored or co-sponsored by the Library. From time to time the Library may choose to promote programs and information from other town departments.

Any graphics used to promote a program will be made by or approved by the department supervisor overseeing the event.

In accordance with the Americans with Disabilities Act, accommodations will be made as needed. Those needing assistance or accommodations are asked to please contact the Library as soon as you have registered for an event, to give us enough time to assist you.

Regarding behavior at programs, caregivers are required to oversee their child's behavior. Patrons causing a disruption will be asked to leave the program or, in the case of a virtual program, be muted or removed from the event.

#### REQUEST FOR RECONSIDERATION

Only Hopkinton residents or stakeholders may ask that a program be reconsidered. Requests must be made in writing at least two weeks prior to the event by filling out the Library's Request for Reconsideration of a Library Program form available on our website. Requests will be reviewed by the Library Director and if necessary, discussed with the Board of Library Trustees. Individuals filling out the reconsideration form will be contacted at least two days prior to the scheduled event, with a decision.

The sale of products during programs is limited to the following; merchandise to promote the Friends of the Library or the Hopkinton Public Library Foundation, or authors presenting programs. Authors are responsible for bringing their own books to sell.

Programs are not allowed for commercial purposes, however, presenters may leave business cards for attendees to pick up if they are interested in contacting the speaker after the event.

Approved by the Board of Library Trustees on May 15, 2023

