

## **Denver Public Library: Library Programming Policy**

**The Denver Public Library will provide programs and classes to further our mission of maintaining and improving the quality of life for all citizens of our community.**

- The library will provide programs that appeal to citizens of all ages, but individual programs may be targeted for a specific audience based on age. Programs targeting a specific age group will be promoted as such.
- All library programs are inclusive to all individuals, regardless of race, religion, social economic status, or disability. The Denver Public Library is handicapped accessible.
- The library will make an effort to provide programs and classes that are relevant and of interest to the community.
- The library will provide classes on using current technology.
- The library will encourage cooperative programming with other agencies, organizations, and educational institutions.
- The library will strive to provide educational programs that promote reading and the arts to the children of the community.

### **Outreach Programs:**

- The library will work to provide off site programs to the local school district and nursing home in order to insure equity of access and service to all patrons and promote library services within the community.
- Off-site programming is dependent on staffing and must be scheduled when staff is available to leave the library premises.
- Off-site programming can only be provided during regular library hours.

### **Funding for Library Programming:**

- The number and frequency of library programs and classes will be based upon the library programming budget and staff hours.
- Additional funds from grants, donations, or The Friends of the Library may be used to provide additional programs and classes.

- **It is the policy of the Denver Public Library to provide programs and classes at no cost to the public.** Occasionally a fee may be charged to offset the cost of materials for a program or class.
- The library reserves the right to limit the number of individuals that can sign up to attend a program.

### **Promoting and Advertising of Library Programs:**

The Denver Public Library promotes its programming opportunities in the following ways:

1. The local Newspapers: The Denver Forum, The Waverly Newspapers, and The Waterloo Courier.
2. Library website
3. Social Media – Library Facebook page.
4. Print flyers/posters
5. Library’s outdoor digital sign
6. Monthly newsletter
7. Local school district newsletter.

### **Cancellation of Programs:**

- Library programs or classes may be cancelled for several reasons, including severe weather, presenter/staff conflict, or low registration
- Cancellation of programs must be approved by the Library Director
- Cancellations will be posted on the library door and on social media.
- The library staff will make every effort to notify by phone that that have pre-registered for a class or program when it is cancelled.

**Presenters of library programs who are affiliates of commercial enterprises may provide general knowledge without directly promoting their business and resulting in potential profit. Acceptance of a program does not constitute endorsement by the library of an individual presenter’s policies or beliefs. Presenters may be allowed to sell copies of their books, recordings, or works of art with the advanced approval of the Library Director.**

**Approved by the Library Board of Trustees 10-9-2017**

**Reviewed 1-28-2021**

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