

Public Programming Policy

Cass District Library

Purpose

The Cass District Library (CDL) supports its Mission by developing and presenting public programs, participating in offsite community engagement events, or making presentations to the public. Programs and Outreach are an integral component of service that:

- Expand the Library's role as a center for information access.
- Promote educational, cultural, and recreational for all users.
- Support the academic success of all ages of students.
- Foster community engagement partnerships.
- Connect print collections to public programs and communications.

Public Programming Guidelines

Library staff plan and develop programs based on relevance to community issues, popular appeal, local and regional interests, and for the purpose of striking an equitable balance between audiences of all ages. Program presenters are chosen for their expertise and public performance experience.

CDL public programming is not designed for the purpose of soliciting business or for commercial purposes. The purpose of CDL programs is to educate, inform, or entertain and otherwise further CDL's purpose. Programs are not designed for commercial purposes or for the solicitation of business.

Offsite Public Programs

CDL may participate in offsite events and provide presentations to community groups, regional organizations, schools, and other institutions. All outreach activities and offsite events must support CDL's Mission Statement. Participation is based on CDL's ability to promote its services, programs, and resources, provide educational opportunities, or increase community awareness of and access to resources.

Joint Public Programs

CDL may co-sponsor programs with individuals, agencies, organizations, educational institutions, and community groups. The decision to co-sponsor a program rests with the Library Director and will be made in accordance with the criteria established in this Programming Policy. All co-sponsors must coordinate promotional and marketing efforts with the Marketing and Communications Manager. Use of the CDL's name, logo, or branding in promotional materials requires prior approval from the Library Director. Organizations or individuals seeking to co-sponsor a program with the Library must submit a written request to the Library Director.

Program Attendance

Library programs and classes are free and open to the public. However, attendance may be limited for certain programs based on their nature. For instance, some children's programs may have age restrictions. In addition, room occupancy limits may affect the number of participants allowed. When such limits apply, advance registration may be required. In cases where registration is not required, CDL may still limit attendance at the door. In all situations, admission will be granted on a first-come, first-served basis, whether through advance registration or upon arrival.

In cases where registration is not required, CDL may still limit attendance at the door due to fire code requirements, room capacity, accessibility considerations, or other safety and accommodation factors.

Passive Programs

A passive program in a public library is a self-directed activity that patrons can participate in independently, without requiring a scheduled presentation or staff-led facilitation. Passive programs are typically available over an extended period of time and allow patrons to engage at their own pace during regular library hours. Examples of passive programs may include, but are not limited to:

- Take-and-make craft kits.
- Scavenger hunts or interactive displays.
- Reading challenges or activity logs.
- Community art projects or displays.
- Puzzles.

Public Program Authority

The Library Director holds ultimate responsibility for all public programming and administers such programming under the authority of the Board of Directors. Responsibility for the management of approved programs may be delegated by the Library Director to the Program and Outreach Manager, the Program and Outreach Coordinator, and designated staff. The Library Director retains sole discretion in determining which programs the CDL will sponsor or co-sponsor. This policy applies only to programs that are conducted or officially or are co-sponsored by CDL.

Non-Discrimination

CDL does not discriminate in the development or delivery of its programs and services. Engagement or sponsorship of a program by CDL does not imply endorsement of the views, opinions, or content presented by speakers or participants. Programs, presenters, and materials will not be excluded solely because they may be considered controversial. CDL will make reasonable efforts to provide a diversity of perspectives and viewpoints.

**Program Feedback**

Requests for review of public programs will be considered in the same manner as requests for reconsideration of materials in the [Collection Development Policy](#).

Potential Fee for Programs

Library programs are generally provided free of charge to promote equitable community access. However, to offset the specific costs of premium materials, certifications, or specialized guest presenters, CDL reserves the right to implement reasonable participation fees. Any such fees must be pre-approved by the Library Director and clearly advertised in advance of registration. When feasible, CDL will make every effort to reduce economic barriers to ensure inclusive participation.

Guidelines for Selling Books, Art, or Other Items at Public Programs

Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following public programs upon prior written approval by the Library Director.