

SEWARD MEMORIAL LIBRARY PROGRAM POLICY

The Seward Memorial Library Board considers programming to be an integral part of library operation that furthers the mission of the library by highlighting the collection and/or services offered. Programs sponsored by the Seward Memorial Library are designed to meet the needs and interests of all members of our community. Types of stand-alone or on-going programs offered may include but are not limited to: book discussion groups, author visits, Nebraska Humanities Council speakers, presenters related to reading program themes or special library promotions, and staff-led tours. Suggestions from the public of program topics or presenters are welcomed, though the final responsibility for program selection rests with the Library Director who operates within the framework of the policies determined by the Seward Memorial Library Board.

- A. Children's programs, including all pre-school story times, after school programs, and others offered at the Seward Memorial Library are open free of charge to all children with current Seward Memorial Library cards. In addition, programs for middle school and high school students and summer programs for elementary students are open to all youth of appropriate ages regardless of whether or not they have a library card.
- B. Adult programs are offered at the Seward Memorial Library as interest warrants and as resources are available. Computer classes on a variety of topics are offered on a regular basis. Staff evaluation of programs will be based on attendance figures and comments from attendees. At some programs attendees may be asked to complete formal evaluations as well.
- C. The Outreach program of the Seward Memorial Library has two aspects. The first is visiting the nursing homes, extended care at Memorial Hospital, and the low-income housing or other housing developments on a regular basis. The second aspect of our Outreach program is home delivery (RAH: Reading At Home). Individuals sign up to receive this service and call when they want books delivered or picked up.
- D. No individual or organization who presents a program at the library for public attendance is allowed to advertise or sell their products or services or collect attendee information during their time at the library without advance permission from the Library Director or Library Board President.
- E. Attendance at programs offered by the Seward Memorial Library may be restricted due to room capacity, availability of resources, the lack of available supervisory staff, presenter request, or age-appropriateness. When pre-registration is required, names will be taken on a first-come, first-served basis.
- F. Programs held in the library meeting room will abide by the policies developed for meeting room use.

- G. Off-site programs led by library staff may be offered as local interest and staff availability warrants. Programs may be provided for civic or non-profit groups, at educational or religious facilities, and to citizen groups, including residents at long-term care facilities (non-profit or commercial).