



SUMMIT COUNTY LIBRARY

www.SummitCountyLibraries.org

MAIN LIBRARY
970.668.4138
0037 Peak One Dr. | PO Box 770
Frisco, CO 80443

NORTH BRANCH
970.668.4280
651 Center Cir. | PO Box 1248
Silverthorne, CO 80498

SOUTH BRANCH
970.453.3544
103 S. Harris St. | PO Box 96
Breckenridge, CO 80424

Summit County Library Program Guidelines

Summit County Libraries: more than books, more than buildings, your connection to community.

1.1 PROGRAMMING STRATEGY

A Summit County library program is developed, managed and evaluated by qualified library staff.

1.1.a STATEMENT OF INTENT

The purpose of this policy is to guide Library staff in planning, implementing and evaluating Library programs that follow the Library's mission, vision, values, and strategic plan objectives. Library-initiated programs support the values of the Library by providing users with additional opportunities for information, personal lifelong enrichment, and community involvement. The Library regards its programs as a totality, distributed among various Library facilities and developed to meet the needs of the county's community at-large while striving to be responsive to the specific needs of its immediate communities. This statement intends all references to Library programs to include Library displays.

1.1.b ACCOMMODATION STATEMENT

In accordance with the Americans with Disabilities Act, Summit County Libraries is committed to the full inclusion of all individuals. If accommodations are needed for any of our programs, please contact Sarah Hulseby via email sarah.hulseby@summitcountyco.gov. Please request accommodations as early as possible, but at least seven (7) days in advance of the program or event, so that proper arrangements may be made. If you have requested ASL interpretation or other accommodation and find you cannot attend, please contact us promptly to cancel your request.

1.1.c STATEMENTS CONCERNING INTELLECTUAL FREEDOM – ALA LIBRARY BILL OF RIGHTS

“Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Library Bill of Rights. (*See Library Bill of Rights*) for full text. Library sponsorship of a program does not constitute an endorsement of the content of the program. Library programs seek to cover a wide of topics and points of view. Not all library programs are suitable for every age group. Library staff will not deny any person attendance at a program based on age, race, gender, color, religions, national origin, ancestry, citizenship, marital status, veteran status, sexual orientation, gender identity or expression or any other status protected by state, federal or local law.

1.1.d PROGRAM OBJECTIVES

Library programs are based on the following objectives:

- Cover a broad spectrum of topics and points of view
- Allow the Library to forge partnerships with both organizations and individuals
- Address a void not fulfilled elsewhere in the community
- Attract regular and new Library users of all backgrounds
- Highlight Library collections and services
- Meet community needs and interests, popular appeal, trends, or projected trends
- Create a connection to other community programs, exhibitions, or events

1.1.e PROGRAM GUIDELINES

Selection of program topics is made by Library staff based on the interests and needs of the community and Library patrons.

- The Library will enter into partnerships that add value to the community and are compatible with the library's goals.
- The Library may cancel an existing partnership agreement or program at any time.
- The Library has the right of final approval of programming.
- Library programs are open to all.
- When scheduling Library programs the following guidelines are considered:
 - Availability of program space at library locations
 - Program content is appropriate for intended audience
 - Presenter background and qualifications in content area
 - Budget, operations, and staff limitations

1.1.f PROGRAM CONTENT

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants, nor is it responsible for the factual correctness of the content of a presentation. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

1.1.g PROGRAM LOCATION

Programs are held in library facilities when possible. Meeting room capacities and policies will be observed. Other locations will be considered when the library is not equipped to handle an event or an alternate venue will encourage access and attendance.

1.1.h PROGRAM ATTENDANCE

Programs are open to all, including non-residents and non-card holders. Pre-registration and waiver

may be required depending on the program. If a registration required program fills, further registrants will be put on a waiting list and notified if additional spots become available.

1.1.i COMPLIANCE WITH LIBRARY POLICIES

All patrons attending Library programs, regardless of program location, are expected to abide with the Rule Governing the Use of the Library. Library staff may deny entrance to any patron in violation of these Rules or may ask the patron to leave in order to maintain a safe and comfortable environment for the enjoyment of all.

1.1.J FEES

Admission to library programs is free. A small fee for materials may be charged. Sale of books/CDs/artwork by program presenters may be permitted as part of a library program. Fundraising at events will benefit the Friends of the Summit County Library.

1.1.K PHOTOGRAPHY, AUDIO AND VIDEO RECORDING OF PROGRAMS

Program patrons should expect that photographs, video and audio recordings may be taken at events and used for the Library's own publicity and promotional purposes. Those patrons who do not want their images used by the library, should contact staff prior to the beginning of the program.

1.1.L CONTRACTS

Any outside entity of the library who will be providing programming services and receiving payment for those services necessitates a Services Agreement contract with the Board of County Commissioners.

1.1.M VOLUNTEERS

Volunteers must complete a Volunteer Information Sheet and sign a Volunteer Acknowledgement, Waiver & Release and submit a copy of their driver's license, if applicable.

1.1.N CANCELLATION POLICY

Program dates, fees and faculty are subject to change. The library may cancel programs as needed for reasons including but not limited to any weather, emergency, health, or safety-related issue. If you have registered for a program, but will not be able to attend, we ask you call the library location to cancel your registration.

1.1.O RESPONSIBILITY

Ultimate responsibility for the planning and implementation of programs rests with the Library Director, who will share this duty or delegate this duty in its entirety to the staff.

