



Programming Policy

BOARD POLICY

Pikes Peak Library District (PPLD) enriches lives by developing and presenting programs that meet the educational, informational, and cultural needs of the community. Programming is an integral component of library service that:

- Expands the library's role as a social connector
- Introduces patrons and non-users to library and community resources
- Creates opportunities for individuals to collaborate, innovate, inspire one another, and generate content
- Provides opportunities for lifelong learning and literacy
- Expands visibility and fosters community understanding of the library
- Reflects and responds to our diverse community

I. DISTRICT PROCEDURES

- A. Programs are a means through which the public can share experiences, appreciate special interests, and exchange information. PPLD opens all programs to the general public; however, PPLD will limit some programs (i.e., children's programs and story times) to age-specific audiences. PPLD will include age specifications in program publicity efforts.
- B. Programs are offered free of charge to all patrons regardless of age, race, religion, familial beliefs, sexual orientation, gender identity, or political affiliation. PPLD's philosophy of open access to information and ideas extends to library programming, and PPLD does not discriminate through its programming.
- C. PPLD participation in a program does not constitute or imply an endorsement of its policies, beliefs, or subject matter by any library personnel or by the organization. PPLD promotes the free and open exchange of ideas; the library does not attempt to control or be responsible for the content of programs that it does not initiate.

II. CRITERIA FOR PROGRAMS

PPLD uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

1. Relation to library mission, service goals, collections, resources, and exhibits
2. Community needs and interests

3. Availability of program space
4. Treatment of content for intended audience
5. Presentation quality as determined from references and/or experiences
6. Presenter background/qualifications in content area
7. Budget
8. Relevance to community interests and issues
9. Historical or educational significance
10. Connection to other community programs, exhibitions or events
11. Intended experiences for targeted audiences
12. Intent to foster creativity, ingenuity, and entrepreneurship
13. Staffing resources
14. Diversity of current offerings
15. National observances and commemorative months
16. National initiatives (i.e., American Library Association and Public Library Association)

III. GUIDELINES

- A. PPLD will make every attempt to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, PPLD may limit attendance or determine attendance on a first-come, first-served basis, either with advanced registration or at the door.
- B. PPLD does not offer programs of a commercial nature, including but not limited to presentations offered at no cost to patrons but with the intention of soliciting future business. This does not mean, however, that representatives of businesses and for-profit enterprises cannot be presenters in library-sponsored events. Any information must be of general interest. PPLD permits presenters to have business-related brochures, flyers, or other information available for attendees to pick up if interested. Presenters cannot distribute such materials as part of the event.
- C. PPLD draws upon other community resources in developing programs and actively works with other community agencies, organizations, educational and cultural institutions, and individuals to develop and present co-sponsored public programs.
- D. PPLD may hire professional performers and presenters that reflect specialized or unique expertise for library programs. PPLD will not exclude performers and presenters from consideration because of their origin, background, or views, or because of possible controversy.
- E. PPLD staff who present programs do so as part of their job.
- F. PPLD may permit the sale of books written by speakers or recordings by performers in conjunction with a library-sponsored program. PPLD staff, who are responsible for a

program, must approve any plans to sell such items in advance.

- G. PPLD does not offer programs that support or oppose any political candidate, ballot measure, or specific religious conviction. However, PPLD may offer educational or entertaining programs such as candidates' forums that include invitations to all recognized candidates.
- H. Medical, legal, and tax-related programs hosted by PPLD will be general in nature and not diagnostic or individually specific.
- I. When PPLD holds grant-sponsored programs, then PPLD staff will adhere to the dictates and rules of the grant.
- J. Performers and musicians who use music, movies, or other copyrighted materials in library programs should only use material for which they have permission to use, however they intend to use it. PPLD expects that performers and musicians will obtain any necessary copyright permission and/or license for any non-original works used for any library event. This includes works performed live and/or use of recorded music.
- K. PPLD staff may require program attendees to sign a waiver form to participate in programs, such as movement activities, makerspace programs, studio use, and cooking.
- L. PPLD handles concerns, questions, or complaints about library-initiated programs according to the same written policies and procedures that govern reconsiderations of other PPLD resources.
- M. Community members can [reserve a meeting room](#) for the purpose of presenting their own programs. PPLD does not sponsor these community programs, nor does PPLD provide marketing or promotional assistance for community-hosted programs.
- N. Those wishing to have a program sponsored by PPLD must complete the online [Program Presenter Application](#). PPLD programming staff will review and either approve or disapprove any presenter proposals.

IV. RELATED PPLD POLICIES

The following policies are accessible online at ppld.org/policies.

- A. [Meeting and Study Room Policy](#)
- B. [Filming, Photography, and Recording Policy](#)
- C. [Food and Drink Policy](#)