

## Programs

The Library's philosophy of open access to information and ideas extends to Library programming. Sayville Library develops and presents programs that:

- Expand the Library's role as a community resource
- Introduce patrons to Library resources
- Provide entertainment
- Provide educational opportunities for lifelong learning
- Expand the visibility of the Library
- Encourage partnership with the Friends of the Library, other libraries, community agencies, organizations, educational and cultural institutions, and individuals to present co-sponsored public programs

The Library's program coordinators use the following criteria to make decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Presentation quality
- Presenter background/qualifications in content area
- Relation to Library collections, resources, exhibits and programs
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Treatment of content for intended audience
- Availability of program space
- Budget

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. If space restrictions or program requirements limit attendance, preference is given to patrons of the Sayville Library. A fee may be charged for certain programs.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library employees who present programs do so as part of their regular job and are not hired as outside contractors.

The library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Solicitation for commercial, religious or partisan purposes is prohibited.

In conjunction with its role as an important source of community information, Town Hall Meetings (informal public forums where everyone in the community is invited to attend, voice their opinions and hear responses from public figures and elected officials) may be allowed. Town Hall

Meetings are not to be associated with an election or campaign. Candidate debates or forums where all candidates for an office are invited can be presented.

Presenters may not ask, request or require that audience members furnish names, contact information, or otherwise identify themselves. Exceptions to this must have Director's prior approval.

Presenters may not distribute literature or other material, which advertises, promotes or solicits business for a product, service or enterprise conducted for private gain. However, if a member of the audience requests it, the presenter may give their business card or other such information. Presenters may not use the address of Library as a point of contact for their business.

No individual or organization that presents a program at the Library for public attendance is allowed to sell their product or services on Library property. Examples of exceptions to this rule include but not be limited to print or recorded material created by the speaker. The Director must approve any items offered to the public for sale, in advance. In such instances, the creator or his/her representative may sell these works.

All independent contractors must complete the Library's Program Contract and return it to the Program Coordinator before approval may be given.

Programs may be held on site at the Library or off site and may be cancelled due to severe weather, absence of the presenter or low registration.

In the event of public health emergency and/or infectious disease outbreak, either the Library or the contractor may cancel without charge; the Library reserves the right to limit the amount of attendees to adhere to state and county social distancing and room capacity regulations.