

Randall Library – Stow, MA
100-00018 – Rev 02 – August 2021
Library Program Policy

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The Randall Library Program Policy supports the library's mission of enriching the life of the Stow community by developing and presenting programs to inform, enlighten, educate and entertain. Library programs are developed as extensions of the library's philosophy of open access to information.

Ultimate responsibility for programs and presentations rests with the Library Director, who in turn may delegate program management responsibilities to other designated staff members.

When developing and delivering programs the library utilizes staff expertise, collection materials, equipment and facilities considering the following criteria:

- Community needs and interests
- Budget and staffing considerations
- Space requirements and equipment needs
- Presenter background and qualifications
- Relevance to the library's mission

Library sponsorship of a program does not constitute an endorsement of the content of the program or a view expressed by participants, but reflects the library mission of non-censorship of information.

The library is dependent on grants, the Randall Library Friends Association, and other local sponsoring groups as major donor sources for library programs. Library staff makes every effort to develop programs attempting to partner with community organizations, educational and cultural institutions, or individuals to present or co-sponsor programs.

All programs are open to the public free of charge. Library staff may consider making public announcement of age appropriateness of some programs taking into consideration minors' sensibilities and developmental needs.

Authors may sell books and CDs as part of library programs, with permission from the Library Director, but no members of the library staff or Board will receive any financial compensation from the sale of these items. Programs sponsored by the Randall Library Friends Association may include the sale of merchandise as fund raisers to benefit the library.

Owing to space limitation, program attendance may be limited and pre-registration may be required. If pre-registration is required, information of where and when to sign-up will be made in advance of the presentation. In some circumstances, the nature and success of a program may require limiting access to a first come first serve basis on the day of the presentation due to safety and room capacity.

Adopted on June 11, 2014

Updated on August 10, 2021