



**SUBJECT: PROGRAM POLICY**

**Policy No.: 2022-21**

**Date: June 20, 2022**

**Review Date: June 2026**

**Pages: 6 (*With Appendix*)**

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## **PURPOSE**

Innisfil ideaLAB & Library provides programming as a core part of its mission to spark ideas to ignite a creative and dynamic community. Programs are developed to encourage use of library resources and services, and to promote universal and equitable access to a broad range of knowledge, experiences, information, and ideas. Programs are provided in keeping with the Library's vision and values, as well as the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries.

The purpose of this policy is to:

- Inform the community about the principles and criteria by which programs are created;
- Give context and outline the objectives and expectations for programs to the Library's partners and external program facilitators, and;
- Provide Staff with the necessary guidelines to assist them in the development and delivery of high-quality library programs.

## **Definitions**

**Co-sponsored Program:** A co-sponsored program involves program delivery by an external organization or person at the Library, and may be the result of a partnership. This program can be a one-off or one-time series, an ongoing program, or a series of programs. The external programmer has responsibility for planning and implementing the program and the organization or individual is not paid for this work by the Library. Space for and promotion of the co-sponsored program is done by the Library free of charge.

**Group Visits:** (Commonly known as in-reach or an outreach visit to the Library) Where community groups, classes or other groups of people visit the library for the purpose of engaging in a program or service.

**Outreach Program:** A program happening off Library property that brings Library programs and services to the community.

**Partnership:** A mutually beneficial agreement that assists both parties in the delivery of a program or service to their customer base.

**Program:** A program is an event that has a presentation component. Programs can be single events, series of events, be scheduled or pop-up, and take place in Library branches, outside Library branches, or virtually.

**Vulnerable Person:** A vulnerable person is a person who because of age, disability, or other circumstances, whether temporary or permanent is,

- a) in a position of dependency on others; or
- b) otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them (such as children, the disabled, or the elderly).

## **POLICY**

### **General**

Programs are developed to respond to emerging community interests and trends, as well as to sustain existing interests and demands. They are also developed to support the goals of the Strategic Plan, and reflect the vision, mission, and values of the Library. The desire to open up opportunities to strengthen connection and engagement with our community is central to all programming considerations. Staff will use a diversity and inclusion lens in all aspects of programming, and seek to champion and support equity seeking groups, including but not limited to Indigenous, BIPOC, 2SLGBTQ+ communities. Programs will highlight collections, promote services, and share knowledge and expertise. Co-sponsored programs may be offered at the Library's discretion provided they align with the stated goals and objectives within this policy.

The Library provides programs which:

- Champion all forms of literacy;
- Instill a love of lifelong learning and discovery;
- Empower the community with tools, skills, opportunities, and human connections;
- Cultivate a “hacker ethic”;
- Provide heightened and responsive, barrier-free user experiences.

The Library will make a reasonable effort to provide programs for individuals of all ages and abilities. Programs are open to all, unless the goals or location of the program requires limits by age or on the number of registered participants for the best possible experience of program attendees.

Fees may be charged for programs, as required. When there is a restricted number of spaces and the program is based on cost-recovery, all attendees, including parents/caregivers, will be charged to attend the program. The Library will waive program fees for a mediator or caregiver accompanying a person with a disability or other support needs.

### **Application**

This policy applies to all library organized, co-sponsored and partnership events offered to the community. This policy also applies to library programs offered through outreach opportunities at the location of partners, other community organizations or community events, as well as programs offered virtually.

This policy does not apply to programs or events offered by other organizations or individuals who have rented space in or on Library property under the terms of the Room Rental Policy.

### **Administration**

The Innisfil Public Library Board endorses the Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries (**see References**)

### **Guidelines**

#### ***Program Development & Delivery***

The Library will make a reasonable effort to provide programs for individuals of all ages and abilities. Staff involved in program development will endeavour to connect programs with library resources and services, where applicable. The Library will strive to complement, not duplicate, community initiated programs, and will support community programming initiatives where it meets the goals of the library to do so, and where it is possible based on space and staff capacity.

Programs will align with the pillars and overarching goals of the strategic plan. All programs developed by Staff will have clear goals, core audiences, outcomes, and objectives. Data collected from programs will be reviewed yearly, at minimum. Information gathered for evaluation may be acquired through the following means: survey, word of mouth, comments from parents and/or participants, and attendance trends. Evaluation data will be used to ensure programming offerings are in line with the needs of the community and the priorities of the Library.

Programs may be presented by qualified Staff or subject matter experts in the community and beyond, making use of the skills and talents of a wide variety of individuals and organizations. All programs and people running said programs must

adhere to the Library's Equity, Diversity and Inclusion Policy, Respectful Workplace Policy, AODA requirements and any other applicable policy and/or legislation. Outside programmers will be supervised by Library Staff and may receive training specific to the spaces and customers with whom they will be interacting. Anyone conducting programming with vulnerable persons will be required to comply with the Library's Police Record (Background) Checks for Staff/Volunteers Policy.

Generally, external presenters will not solicit business, customers or volunteers, or market their commercial products or services. Exceptions must be approved by the CEO and must align with the Library's strategic goals.

The general public may recommend topics or speakers for consideration. All offers to present programming by individuals or organizations will be evaluated by the same standards used by Staff when planning programming, and will adhere to the guidelines set forth in the Strategic Partnership Policy. Beliefs and opinions included in programs are not endorsed by the Library. Programming requests from community members or outside agencies will be gathered through the **Program Proposal Form** (see Appendix A).

Programs outside of library hours are subject to approval by the management team and/or CEO. Off-site library outreach programs may be subject to CEO approval.

## **Appendices**

### ***Appendix A - Library Program Proposal Form #O-41-2017***

## **Related Policies**

*Children's Services Policy*

*Equity, Diversity and Inclusion Policy*

*Police Record (Background) Checks for Staff/Volunteers Policy*

*Respectful Workplace Policy*

*Strategic Partnership Policy*

*Youth Services Policy*

## **References**

<https://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>

Approved by the Innisfil Public Library Board, June 20, 2022

Motion Number: 2022.50

Supersedes Policy # 2018-13, approved June 18, 2018, Motion #2018.57; & Policy #2017-13, Approved June 19, 2017, Motion #2017.55; & Policy #2013-20, Approved December 9, 2013, Motion #2013.109; & Policy #2010-20, Approved November 8, 2010, Motion #2010.73; & Policy #2006-13, Approved April 10, 2006, Motion #2006.36.

## Appendix A



# Library Program Proposal

Innisfil Public Library offers a variety of programs that promote literacy and provide information, education, and cultural enrichment to the community. Co-sponsorship of programs with other agencies is encouraged; we welcome program proposals from individuals and community groups. Library Staff will examine all requests to determine if the program proposal supports the Library's Mission Statement and strategic direction, and if resources needed to implement the program are available. The Library's role may include limited staff time for planning & registration, provision of space, and promotion. Please complete the following:

**Name:**

**Address:**

**Telephone:**

**Organization name (if applicable):**

**Email:**

**Website:**

**Description of the program (length, format, estimated cost & source of funding, speakers/performers, target audience):**

**Describe how your program complements the Library's collections, services, and goals (see the Strategic Plan here: <https://www.innisfilidealab.ca/library-board/>), as well as the interests of the community:**

**Please outline speaker/presenter credentials, education, or experience (attach resume, reference letters, or supporting documentation as applicable)**

**I grant Innisfil ideaLAB & Library permission to contact references**

**Preferred Branch location(s), date(s), and time(s):**

**All programs must adhere to the Library’s Equity, Diversity and Inclusion Policy, Respectful Workplace Policy, AODA requirements and any other applicable policy and/or legislation. Outside programmers must receive any required training and/or orientation materials, prior to program delivery. Anyone conducting programming with vulnerable persons will be required to comply with the Library’s Police Record (Background) Checks for Staff/Volunteers Policy. Beliefs and opinions included in programs are not endorsed by the Library. For-profit programs may not be considered for library co-sponsorship. Fees, if collected, will be allocated with the intent of recovering library funded material costs. The Library reserves the right to cancel programs for any reason.**

**Please forward your completed program proposal  
to the Library for consideration.**