



East Greenwich Free Library

Knowledge is Priceless

East Greenwich Free Library Programming and Display Policy

The mission of the East Greenwich Free Library is to provide comprehensive library service to enhance the cultural, educational, recreational, and professional life of the residents of East Greenwich and surrounding communities through the continuous collection and development of relevant materials and services.

Programming and displays for children, teens, and adults are a means through which the public can share experiences, explore ideas, and connect with each other and the Library and an integral part of the library's service that:

- Supports the Library's mission
- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming and displays at East Greenwich Free Library rests with the Library Director, under the designated authority of the Board of Trustees. The Library's staff use the following criteria in making decisions about program and display topics, speakers, and accompanying resources:

- Support of the Library's mission
- Community needs and interests
- Availability of program space
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical, educational or artistic significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs
- Diversity and inclusivity in our community

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or presenters. Program topics, speakers, and resources are not excluded from programs because of possible controversy. Library programming will reflect a wide range of diverse perspectives and opinions.

The East Greenwich Free Library believes that socially excluded, marginalized and underrepresented people should be able to see themselves reflected in the resources and programs that the library offers. The Library is a safe space for all members of our community and all programs will reflect that.

In addition, the Library draws upon other resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their race or color, religion, sex, sexual orientation,

actual or perceived gender identity or expression, disability, age, national or ethnic origin, socio-economic status, or views. Library staff who present programs do so as part of their regular job duties and are not hired as outside contractors for programming.

Library Sponsored Events are free and open to the public.

- Programs may be held on site at one of the Library locations, off-site or online. Decisions related to whether the program is in-person, hybrid, or virtual are made by the coordinating staff in collaboration with the performer or speaker.
- Program attendance will not exceed the capacity of its space as determined by the fire code. Program attendance of virtual programs cannot exceed the capacity of the Library's Zoom account. A performer may request a smaller cap on attendance to any program.
- Programs may be designed for and limited to a specific audience, age, or grade level. Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the library staff supervising the event. Patrons will respect decisions made by library staff with the presenter's input regarding these options. The safety of our patrons is our top priority. If requested by a performer or a speaker, we may require certain safety measures for specific programs.
- The Library can only promote library-sponsored programs. The library staff is responsible for program graphics which adhere to our branding. All external graphics must be approved for use by the supervising staff in regard to collaborative programs.
- In compliance with the Americans with Disabilities Act (ADA), we will make sure there is seating available for anyone who needs accommodation. The Library requests at least 72 hours of notice for any accommodation such as an interpreter, listening devices, etc. All are welcome, and the Library is happy to make reasonable accommodations.
- Patrons causing a disruption of an in-person program may be asked to leave by the supervising staff or the library director. Attendees causing a disruption during a virtual program may be muted or removed from the Zoom.
- Caregivers are responsible for their children's conduct.

If a patron has a question about a particular library program, they should first address the concern with a library staff member. Patrons may request a review of a library program and should submit the **Request for Reconsideration** form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the library policy **East Greenwich Free Library Request for Reconsideration of Library Materials**.

Any sales of products at Library programs must be approved by the Library Director. Programs and displays are not used for commercial, religious, or partisan purposes.

The Library reserves the right to cancel a program for any reason at any time. Programs may be canceled for a number of reasons beyond the Library's control such as severe weather, building emergencies, absence of the presenter, or low registration. Every effort will be made to contact individuals who have pre-registered. Canceled programs are not automatically rescheduled.

External organizations or individuals that have partnered with the Library on programs must coordinate marketing efforts with the East Greenwich Free Library

East Greenwich Free Library allows outside groups to use space for programs and meetings. These are outside room rentals with no implicit or explicit collaboration between the group and East Greenwich Free Library. See the EGFL Meeting Room Policy for more details.

Approved by the East Greenwich Free Library Board of Trustees 01/2025

Request for Reconsideration

Please complete this form and return it to the Administration Office

Date _____

Name _____ Phone Number _____

Address _____

City _____ State _____ Zip _____

Email _____

Do you represent

Yourself An organization (check one) Organization Name _____

Have you read the East Greenwich Free Library's Collection Development Policy?

Yes No

Resource on which you are commenting:

Movie Magazine Audio Recording Book/ebook Newspaper

Digital Resource Program Display Other

Title: _____

Author/performer/producer: _____

Date (if commenting on a program): _____

Is the title part of a series?

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

What are your concerns? Please be specific cite pages, excerpts or scenes whenever possible.

What action are you requesting the library to consider?

Thank you for your comments. The Library Director will contact you within 15 business days regarding your concerns.

This form should be completed in its entirety and mailed to:

East Greenwich Free Library

82 Peirce Street

East Greenwich, RI 02818 attn: Library Director

A copy of the request form without identifying patron information will be sent to the ALA Office of Intellectual Freedom and the Rhode Island Library Association Intellectual Freedom Committee. The request form in its entirety may be publically available per RIGL 38-2.

Approved by the EGFL Board of Trustees November 13, 2024