



Program Policy

Board motion number:

Date of next review: May 2029

Date Approved: May 28, 2025

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Policy type: Operational

Chair's signature: _____

At Orangeville Public Library, we take pride in offering a variety of programs designed to foster community **connections**, ignite **discovery**, and inspire individuals to reach new heights (**soar**).

Our offerings provide opportunities for community members to engage with one another and access valuable information, sparking curiosity and creativity, while nurturing a lifelong passion for literacy and learning.

Anchored in our dedication to equity, diversity, and inclusion, our programs ensure a welcoming atmosphere where every individual feels valued and part of our community.

Purpose

The purpose of this policy is to:

1. Guide staff development and delivery of library programming in alignment with the Program Framework.
2. Inform external partners about how we collaborate on programming.
3. Provide the community with an understanding of how and why we select our programs.

Definitions

Programs – Coordinated activities (planned and scheduled) that are facilitated by a library staff member and/or external subject matter expert that have been developed according to the Program Framework. Programs may be offered within library facilities, offsite in coordination with community partners, or virtually.

Partner/ship - A mutually beneficial collaboration between the library and a community group, organization, and/or individual whose mission aligns with OPL. The collaboration can include shared space arrangements, shared resources, and service delivery partnerships.

Policy Statements

1. Programs are developed to respond to new community interests, as well as to sustain existing interest and demand, while taking into consideration industry trends. Programming aims to encourage the use of library resources and services while being designed to align with the library's Program Framework and Strategic Plan. All programming delivered by library staff or arranged by the library must adhere to the criteria outlined in the Program Framework.
2. The Orangeville Public Library upholds the principle of intellectual freedom embodied in the Canadian Federation of Library Associations' *Statement of Intellectual Freedom and Libraries*. See *Intellectual Freedom Policy*.
3. All programs are designed to be inclusive and provide safe spaces, offering activities and learning opportunities that are innovative and community driven. In the spirit of upholding intellectual freedom, the library may offer programs that present opposing viewpoints. Community members with an expression of concern are expected to respect the rights and freedoms of others. Anyone can submit a request for reconsideration of a library program. All viewpoints are respected, ensuring an inclusive dialogue that promotes understanding and collaboration.
4. The library will make every effort to provide accessible programs for individuals of all ages and abilities. Programs are open to all, unless the objectives or location of the program requires limitations by age, or on the number of participants, for the best possible experience of program attendees and/or safety.
5. The library aims to offer programs at no cost to participants. However, certain events such as March Break performances and other CEO-approved events may require participation fees to cover costs associated with supplies or facilitators/entertainers.
6. Programs will 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 facilitators will adhere to the Library's *Equity, Diversity and Inclusion Policy* and *Working with Us Policy*.
7. An arrangement may be created through a memorandum of understanding where the library provides a recurring honorarium to an

individual for sharing their expertise, developing a syllabus, and facilitating approved programs.

8. The library maintains a stance of political neutrality and does not endorse any political ideologies or candidates. Programs are designed to be informative and educational, without being used as platforms for political advocacy.
9. Solicitation and sales pitches are not permitted as part of the library's programming. Programs must focus on delivering value/information to participants without commercial or promotional intent.
10. Program development and delivery will be regularly evaluated to ensure programs reflect the needs of the community and the priorities of the library. Information gathered for evaluation may be acquired through the following means: survey, word of mouth, comments from parents and/or participants, and attendance trends.
11. Recommendations, suggestions, and program ideas are welcomed. The process for submitting ideas will be clear and available to all through the Program Proposal Form (versions for both staff and public). Submissions will be evaluated using the Program Framework standards and based on available resources and capacity throughout the term.
12. Programs outside of library hours are subject to approval by the Program and Research Librarian. Off-site library programs may be subject to CEO approval.
13. Staff will work with the communication division to create and utilize brochures, press releases, and the library's social media, eNewsletter and website for the promotion of programs.

Related Policies:

Working with Us Policy
Intellectual Freedom Policy
Children in the Library Policy
Equity, Diversity and Inclusion Policy
Children and Youth Services Policy
Rules of Conduct & the Rzone Policy