

Beaman Memorial Public Library Programming Development and Presentation Policy

Purpose

The Beaman Memorial Public Library develops and presents programs that connect people and information by providing access to resources, services, and hands-on learning opportunities. Programs support the Library's mission to enrich the community and fulfill its vision to expand and improve residents' lives through academic, vocational, and lifelong learning opportunities for all ages.

Authority and Oversight

The Library Director holds ultimate responsibility for Library programming. Program development and management is delegated to designated staff, including the Assistant Director, Head of Children's Services, Young Adult Librarian, or others as appropriate. Concerns about specific programs may be submitted using the Library's Request for Reconsideration form. See the *Request For Reconsideration of Library Resources and Programs*¹ policy for further information.

Program Development and Selection Criteria

Library programs are defined as activities or events held in a group setting, in person or online, that are developed to meet the educational, social, recreational, cultural, or informational needs of an anticipated audience in the community. Library staff plan programs using their professional expertise, available resources, and community feedback. The following criteria guide the selection of program topics, speakers, and formats and are not listed in order of priority:

- Alignment with the Library's mission and strategic goals
- Community needs and interests
- Presenter qualifications and subject expertise
- Relevance and appropriateness of content
- Space, equipment, and staffing requirements
- Budget and available funding

Intellectual Freedom

Library programs reflect a commitment to intellectual freedom and the open exchange of ideas. Library sponsorship of a program does not constitute endorsement of its content or viewpoints. Programs will not be excluded solely because they address challenging or unpopular topics.

¹ The Request for Reconsideration of Library Resources and Programs Policy and Form are available on the Library's website at beamanlibrary.org/request-for-reconsideration-policy/ or at any service desk.

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Program Proposals and Partnerships

Beaman Memorial Public Library welcomes individuals from the community to submit proposals for programs held at the library. Patrons interested in submitting a program proposal may do so by contacting the library directly. All proposals will be reviewed by the staff and evaluated using the same criteria listed above. The Library is not obligated to accept or respond to proposals.

Library programs are supported by a combination of municipal funds, funds from the Friends of the Library or the Library Endowment, and external grants. The Library may co-sponsor programs with community partners. All partners must follow Library policies.

Registration and Attendance

Programs are ordinarily free and open to the public. However, the Library Director may approve a small fee to offset materials or presenter costs for a specific program. Any such charge will be announced in advance.

Many Library programs require advance registration due to space limitations, material needs, or staff availability. When registration is required, program spots are filled on a first come, first served basis. For select programs, the Library may offer a priority registration period for West Boylston residents prior to opening registration to all patrons. When registration is required, patrons who are unable to attend must cancel in advance, and are encouraged to do so as early as possible so that their spot may be offered to another patron. Programs are intended for individuals and families. Patrons may register their immediate household for programs. Groups and organizations interested in attending should contact staff directly to discuss availability.

Patrons who fail to attend a registered program without canceling at least 2 business days in advance may be placed on the waitlist for all registered programs for a period of 90 days. If space remains available on the day of a program, waitlisted patrons will be moved to active registration and notified that a spot has become available. This policy helps ensure fair access to limited program spaces and allows staff to make informed planning decisions.

Staff may offer unclaimed spots to walk-in or waitlisted attendees once a program has begun. The Library also reserves the right to deny entry or remove any attendee who becomes disruptive or violates the Library's Acceptable Use Policy.

Cancellation

Programs may be canceled for weather, low enrollment, or issues related to the presenter. Notice will be posted on the Library calendar and registered patrons will be contacted when possible.

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Accessibility

Patrons who need sign-language interpretation, assistive listening devices, or other accommodation should contact the Library at least 1 week before a program.

Age-Based Program Limits

Some programs are designed for a specific age group (e.g., children, teens, or adults) based on content, materials, and intended developmental level. The Library may cancel a registration if the patron does not fall within the stated age range. Patrons seeking an exception due to a specific need should contact the Library in advance.

Parents and guardians are responsible for reading program descriptions and determining if the content presented is appropriate for their child.

Registration is non-transferable unless approved by library staff. Patrons are responsible for ensuring that all individuals they register meet the age and eligibility requirements for a program.

Sales and Promotion

Library programs are non-commercial. Presenters may not use a program to solicit business, recruit members, or collect customer information. With prior authorization, presenters may offer items for sale at Library-sponsored programs. Sales must be incidental to the event, and attendance may not be conditioned upon the purchase of any item (other than fees for materials used during the program). For more information on policies regarding sales and promotion, see our Facility Use Policy.

Approved by the Beaman Memorial Public Library Board of Trustees on May 12, 2026