Library Programming Policy

Purpose

Wallingford Public Library's philosophy of open access to information and ideas extends to programming and WPL does not knowingly discriminate through its programming. Library approved programming does not constitute an endorsement of the content of the program, nor the views expressed by participants, and program topics, speakers and resources are not excluded because of possible controversy. WPL serves a diverse population with a wide variety of interests; therefore, the Library does not proscribe or cancel a program solely because an individual or group may find the content objectionable.

In order to fulfill WPL's mission of connecting people with ideas, experiences, and each other to inspire, enrich, and inform; WPL is dedicated to providing a diverse range of programs.

Library programs are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes, including, but not limited to, discrimination based on race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of income, intellectual disability, mental disability, physical disability, status as a veteran, or status as a victim of domestic violence

Definition of a Program

The definition of a program includes lectures, discussions, classes, workshops, presentations, hands-on activities, and performances. In support of the Library's commitment to diversity equity, and inclusion, programs will celebrate marginalized groups and target underserved populations whenever practical.

Library programs are resources for voluntary inquiry and the dissemination of information and ideas, and to promote free expression and free access to ideas by patrons.

All programs are intended to further the mission of the Library. Library programs may include, but are not limited to, programming that will address the following educational, recreational, and/or civic needs:
- To increase awareness/use of resources and foster an enduring connection to the Library.
- To provide educational, informational, and cultural experiences on a variety of topics.
- To champion the principle of intellectual freedom.
- To provide programs for various age groups, cultures, and interests.

- To meet popular demand, both existing and anticipated.
- To increase library use by underserved populations.

Program Development, Coordination and Supervision

Roles and Responsibilities

Ultimate responsibility for programming at WPL rests with the Library Director, who administers under the authority of the Board of Managers. The Director, in turn, delegates the authority for program management to the Library's Department Heads who oversee this responsibility through the designated staff in their respective departments. Librarians are professionally trained to curate and develop programs.

Use of a public meeting room by an organization, community group, member of the public or individual to hold a public event is not a WPL program. Please refer to WPL's Policy on Use of Meeting Rooms for more information.

Program Selection

Library programs are provided for the interest, information, and enlightenment of all residents; represent a wide range of varied and diverging viewpoints; and provide access to content that is relevant to the research, independent interests, and educational needs of Wallingford residents

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Staff time and resources
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Relation to Library collection, resources, exhibits and programs
- Note that local authors who express interest are invited to the annual Local Author Spotlight. Individual local author events are not considered.

WPL welcomes expression of opinion by patrons, but will be governed by the Library Programming and Library Material Review and Reconsideration Policies in making decisions about programming. Patrons are encouraged to contact the Library Director directly when they have concerns about a program.

Please see WPL's Library Material Review and Reconsideration Policy and form for further information on this process. Reconsideration requests for library materials, displays and/or programs are limited to "individuals with a vested interest" per Public Act 25-168 Sec.322 (3) as any individual residing in Wallingford at the time the reconsideration form is filed.

Program Access

When necessary for the comfort and efficacy of a specific program, Library staff may require registration, set appropriate limitations, and/or impose a maximum capacity for that program. While attending Library programs, individuals are expected to follow WPL's Code of Conduct, or they may be asked to leave both the program and the premises.

Virtual Programs

Programs may be offered using a Library-approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run in-person at WPL as well as programs that are offered only virtually. While hosting the virtual program, WPL staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and should not share the link with others. Information collected during the registration process will be used to communicate information about that program, to confirm eligibility to participate in that program, and provide information about other upcoming library programs and events.

Patrons attending virtual programs are expected to adhere to WPL's Behavior Policy. Failure to do so may result in immediate removal from program. WPL will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity comes with some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. WPL will make a good faith effort to utilize platforms that will be compatible with the widest array of devices, but makes no guarantee that every library patron will be capable of accessing every WPL program successfully. Nor can WPL

guarantee the quality of the audio, video or internet connection of program presenters or attendees.

Program Materials

Program materials are provided at not cost to patrons, unless otherwise specified. Items may be sold only with the permission of the Library Director, and no soliciting of products or services is allowed.

Program Evaluation

Library staff may gather information about program results to guide future programming decisions. Outputs, such as number of attendees at a program, will be gathered for most programs. Outcomes, such as how well the content of a program helped attendees learned about the program's topic, will be gathered when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

Approved by Board of Mangers on November 26, 2024, revised November 24, 2025.