



## Library Programs Policy

The Library supports its mission by developing and presenting programs that provide patrons with opportunities for information, education, and entertainment. Keeping in mind our core values of sustainable practices that are environmentally sound, economically feasible and socially equitable staff uses the following criteria in making decisions about program topics and speakers:

- Community needs and interests
- Availability of program space
- Presentation quality
- Presenter's qualifications in content area
- Budget
- Historical and/or educational significance
- Relation to library collections, other programs and events
- Connection to other community programs and events

Library programs may not be used for commercial or partisan purposes, or for the solicitation of business.

High-demand library programs may be limited to district residents with library cards, as determined by the library's director or their designee. Attendance at children's and teens' programs may be limited by age or grade level.

Some programs may require registration, for planning and supply purposes. Programs that have a registration date and time will not accept any registrations prior to the established date and time. The library may choose to offer registrations by telephone, online, or in-person, or any combination of the three. Registrations may have limits on the number of programs that a patron can register for. A valid Sachem Public Library card may be required for some registrations.

Attendance is required to obtain any materials associated with programs. Late arrivals may be turned away at the discretion of library staff.

### Program Fees

Program fees may apply for programs under the following circumstances:

- Craft materials of a significant cost are used to produce an item which becomes the participant's personal property.
- Participants receive print materials which becomes their personal property.

- Participants receive an attendance or completion certificate that can be used to their personal benefit.
- Participants receive a food tasting.
- The program is a trip that involves a specific cost for travel, meals, and/or admission for participants.

Program fees are due at the time of registration unless otherwise specified. The library may designate some programs as non-refundable. The library cannot accommodate refund requests after one week prior to the program.

### **Trips**

District residents with library cards may sign up for one additional guest per trip at the time of registration. Guests must also be district residents with library cards. Participants may not substitute a replacement for themselves. Any replacements will be taken off the waiting list.

Group transportation will not wait more than five minutes for late-comers. Patrons not planning on returning with the group must notify the person in charge of the trip. Children under the age of 18 may not attend library trips unless accompanied by a responsible adult.

### **Studio**

Due to their popularity, Studio programs are limited to district residents with library cards that are 18 years or older (unless otherwise noted).

### **Children's Programs**

Parents or caregivers of children preschool or younger are required to remain in the program with the child. Parents or caregivers of children in Kindergarten through 5<sup>th</sup> grade are required to remain in the library while their child is attending the program. Children should get their own Sachem Library card to use to register for programs.

### **Teen Programs**

Teens should get their own library cards for grades 6-12. For any programs that are satisfying a community service credit, patrons are responsible for keeping track of their own records and service credit certificates.