

Policy Statement

The Comstock Township Library holds public activities for civic, cultural, or educational purposes. In order to provide access to diverse perspectives, the Library presents a variety of programs. The events held at or sponsored by the library do not indicate the Library or Library Board of Trustees' endorsement of program content.

Regulations

1. The library presents programs for various age groups, cultures, backgrounds, and interest groups. Programs may target a general audience or be tailored to an age-specific audience. Types of library programs offered include, but are not limited to:
 - A. Storytimes
 - B. Discussion groups
 - C. Demonstrations or workshops
 - D. Performances
 - E. Instructional classes or trainings
 - F. Readings
 - G. Lectures or presentations
 - H. Library tours
2. Library staff determines and approves topics, speakers, and frequency for library programs based on the interests and information needs of the community and according to strategic priorities. Not every program will appeal to or be appropriate for every member of the community.
3. Programs are held in or on the library's property when possible and appropriate. Other locations will be considered when the library is not equipped to handle an event or when an alternate venue will encourage access or attendance. Program attendees agree to follow the *Code of Conduct for Library Use Policy CUS-1*.
4. Individuals with disabilities who contact the library up to one week in advance of the program will be accommodated to the best of the library's ability.
5. Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select library-initiated programs.
6. The library may co-sponsor programs in cooperation with government agencies, educational institutions, civic organizations, or other organizations approved by the library director.

7. Library programs may require registration and a valid library card number. Other requirements such as residency, age, or grade level may be required for programs due to facility, program, performer limitations, or other requirements pertaining to safety. Registration for programs is limited to individuals, unless otherwise permitted by the program organizer.
8. Limits on the number of people able to attend a program may be necessary due to facility, program, performer limitations, or other requirements pertaining to safety.
9. Programs may be conducted by library staff, authors, performers, and other quality, knowledgeable presenters, but shall not include speakers representing for-profit or commercial businesses unless approved by the library director.
10. The library strives to keep all library program admission free of charge. Occasionally a small fee for materials may be charged.
11. Arrangements for guided-library tours must be made at least three weeks in advance and are subject to available staffing.
12. Sales of a featured author's books or performer's works are permitted as part of a library program when approved in advance by the library director.
13. The library may accept financial support or donations of goods or services to help defray the cost of library programs, as long as the program complies with all library policies and procedures. These contributions will be publicly recognized.
14. Eligibility for program prizes, including those given by random prize drawings, may be limited by residency, age, and/or grade level.
15. No tipping or other payment or compensation to library staff is permitted.
16. The library board of trustees endorses the *American Library Association's Library Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights*.
17. Concerns, questions, or complaints about library programs will be processed in accordance with library policies and regulations that govern use of other library resources.

Approved: February 14, 2022
Comstock Township Library Board of Trustees