

Policy Name	Programming		
Section	Operations	Effective Date	Sept. 28, 2026
Policy Number	OP-10	Reviewed Date	
Motion Number	tbd	Next Review Date	June 2029

Purpose

The purpose of this policy is to provide staff with guidelines when developing library programming as well as inform the public about the principles and criteria used in the selection and development of library programs including the parameters for co-sponsorship of library programs.

Scope

This policy applies to all library programs offered to the Wasaga Beach community on site or through outreach opportunities at the location of partners, other community organizations or community events. This policy does not apply to programs offered by others on library premises where space or a room is rented.

Definitions

A **program** is any coordinated group activity, event or presentation offered to the public that library staff coordinate, plan, sponsor, and/or present.

Co-sponsorship is a mutually beneficial exchange whereby the library receives funds or products or in-kind services from a sponsor who, in return, benefits from community recognition and promotion. The library may also be a co-sponsor of a local event by helping organize, present, promote or otherwise support an event with other cultural, heritage, municipal or community partners.

Outreach is library programs, or library participation in programs and events held outside library facilities.

Policy

Library programs are an integral part of library services and are an extension of the library's role whether they occur in the library or in the community.

Programming provides information, invites public discussion, encourages curiosity and creativity, and promotes literacy and reading.

The Library upholds the principle of intellectual freedom and supports the rights of individuals to read, speak, view and exchange differing points of view on any subject. Library programs will not exclude topics, books, speakers, media or other resources because they might be considered controversial.

All programs are designed to be inclusive and safe spaces, providing activities that are innovative, and community driven. The library may deliver programs that present controversial or opposing points of view. Community members are expected to respect the rights and freedoms of others when expressing concern over any specific program.

All expressions of concern should be addressed, in writing, to the Library CEO.

Program Development

The goals of Library program development are:

- Advance the Library's vision, mission and values
- Make available a wide spectrum of opinions and viewpoints
- Reflect the interests and needs of the community
- Promote the principles of accessibility, equity, diversity, and inclusivity
- Promote literacy and provide informational, educational and cultural programs

Delivery of Programs

The Library will:

- Deliver programs that serve a range of age groups, interests and abilities.
- Limit attendance based on safe use of space or when the success of the program requires it.
- Require parents or guardians to remain in the library while their children are attending programs.

Promotion of Programs

Library programs may be promoted through means appropriate to reach the target audience. This may include social media, press releases, the library website, brochures, or newsletters. The Library reserves the right to cancel or reschedule programs as necessary and will make every effort to notify participants and the community in advance.

Evaluation of Programs

The planning, development and delivery of library programs will be regularly reviewed, including the assessment of the credibility of any partners or volunteers involved in delivering programs. User feedback and expressions of opinions or concerns about programs will be considered. Statistics and related data will be kept for both provincial reporting and evaluation purposes.



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Programming Fees

While the Public Libraries Act does not prohibit the charging of fees for programs, fees may be charged with approval from the CEO to recoup costs under the following parameters:

- Fees must be set at registration, be clearly stated, and no additional fees can be charged to the participants once the program has commenced.
- Admission may be charged at a library program that is held as a fundraiser to support library services and projects.

The Library does not offer or participate in purely commercial programs or the imposition of unexpected fees by presenters at library programs.

Presenters may display products or set out information such as catalogues, brochures or business cards at library programs.

Authors, illustrators, musicians and artists may sign and sell copies of their work when providing a library program.

Aggressive or coercive selling tactics are not tolerated.

Outreach

The Library may host, co-sponsor or participate in programs within the library facility or at other locations in the community. Outreach events may include (but are not limited to) fairs, markets, festivals, workshops, parades, art shows, school visits, community meetings and other events which align with the library's values, mission and vision.

Responsibility

The overall responsibility for library programs lies with the CEO. Programming staff are responsible for developing and implementing effective programs and maintaining a balanced schedule of activities.

Related materials/policies

Wasaga Beach Public Library Policy – **Vision, Mission and Values**

Wasaga Beach Public Library Policy – **Intellectual Freedom**

Wasaga Beach Public Library Policy – **Equity, Diversity and Inclusion**

Policy History

Approved by the Wasaga Beach Public Library Board,

Date: Motion Number: #####



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Supersedes Policy ###,

Approved Date: Motion #####;

Original Policy ###

Approved Date: Motion #####