**Brooklyn Town Library Association’s Library Program Policy**

**Adopted by the Executive Board on:** September 26, 2025

**Purpose:**

The Brooklyn Town Library Association (“the Library”), in keeping with its mission to “offer the residents of Brooklyn the means to continue learning throughout their lives, helping patrons find, use and evaluate information in a variety of formats while continuing to be an important part of community life in Brooklyn,” develops and presents programs that provide information, learning and entertainment. Programming is an integral component of library services that promotes and complements the Library’s other services and collections. It supports the Library’s role as the center of the community. Library programs are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied and diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The Library recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas, and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

**Definition of a Program:**

A library program is a free event, virtual or in-person, planned by Brooklyn Town Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators, or performers, and may be presented in cooperation with other entities. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program.

**Scope:**

This policy applies to all Library programs.

**Roles and Responsibilities:**

The Brooklyn Town Library Association’s Executive Board delegates the development, presentation and oversight of programs to the Library Director and staff. Both the Library Director and staff are also accountable for the planning, scheduling and implementation of programs.

The final responsibility for all library programs is held by the Library Director. Librarians are professionally trained to curate and develop displays and programs.

**Procedures:**

1. **Program Selection:** The Library strives to present programs that are educational, informational, cultural or recreational, and avoids programs that do not meet these standards. Topics, content, and timing of Library programs are developed with consideration of available resources and in keeping with community needs and interests. Program selection is based upon the suitability of topic, format, and the intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The Library provides programs created or curated by librarians or staff members of the public library as well as allowing displays and programs created by members of the public or community groups and exhibited in the library.
   1. Library programs must have an educational, informational, cultural, or recreational value to the community. Programs of a purely commercial nature, or those designed for the solicitation of business, will not be offered by the Library.
   2. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.
   3. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions, or no religion. Library programs may address religious themes to educate and inform, but not to promote, observe, or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.
2. **Program Development, Coordination and Supervision:** Library programs may originate from Library staff, partnering institutions, or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.
3. **Program Access:** Library programs are free and open to the public on a first-come, first-serve basis. Registration may be in advance, either online or at the door. For programs targeting a specific audience, i.e. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come, first-serve basis, limited to those individuals as the Library deems appropriate. Additionally, any children’s programs (12 and under) must be accompanied by a responsible adult. No drop-offs. No exceptions. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program.
4. **Virtual Programs:** Some Library 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 at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library 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 advanced registration. Registered participants will receive via email a link to log onto the program and must NOT share that link with others. Information collected during the registration process will only be used to communicate information about that program, or to confirm eligibility to participate in that program.

The Library will make all reasonable efforts to ensure the digital security of virtual events. However, attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but the Library makes no guarantee that every patron will be capable of accessing every Library program successfully. Additionally, the Library cannot guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

1. **Program Materials:** Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a Library program as a convenience to attendees.
2. **Program Evaluation:** To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program’s topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.
3. **Procedures for the Questioning of Library Programs by Patrons:** The Library limits consideration of requests to reconsider material, displays or programs to individual residents of Brooklyn, Connecticut. Please see our Library Material Review and Reconsideration Policy and Request for Reconsideration of Library Materials’ Form, both located on our website, for further information about this process.

All Library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.