

LVDL POLICY MANUAL

Section II: Service Policies

TITLE: Programming Policy

DATE ADOPTED: October 10, 2000

General Statement

The library presents programs for people of all ages to fulfill its mission "to enrich the quality of life." An interdepartmental Program Committee meets regularly to review program ideas and plans. Patron suggestions for programs are welcome. Programs will be funded by the annual operating budget and by grants and gifts.

Programs are open to district residents and to non-residents. Whenever possible programs are free. Participants may be charged fees for supplies (for example, for craft programs). These fees are not refundable. Participants will be charged the cost of tickets, meals, and transportation for bus trips. Registration for free programs are accepted by telephone or in person. Registration must be in person for all programs requiring payment. There are no refunds and individuals are responsible for finding their own replacements if they cannot attend. Children under 18 must be accompanied by their adult guardian for all bus trips.

Individuals requiring special accommodation must make their requests two weeks prior to the program.

Youth Programs

Many youth programs have specific age requirements in order to provide age-appropriate materials and activities. Age limits are stated in the program announcements. Children must be the correct age at the time of registration. In general, registration opens the month before the program is scheduled. Registration is in-person only. Telephone, mail, or e-mail registrations will not be accepted. Attendance numbers will be limited based on the size of the program room or by the requirements of the program presenter.

Where stated, only children who meet the age requirement and the parent/caregiver may participate in the program. Other children who come to the library with the registered child and the parent/caregiver may stay in the program room, but the unregistered child should not be allowed to participate in the program. The parent/caregiver is responsible for the child's behavior during the program so that the presenter will not have to interrupt the program to deal with disruptive behavior. If an unregistered child disrupts the program, we ask that the child be removed from the room so as not to disrupt the program for other participants.

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Story programs are scheduled on different days and at different times, including morning, afternoon, and evening timeslots.

The library offers Drop-In Story Programs, open without registration to any child who meets the age requirements and to his/her caregiver. These programs allow caregivers and children the opportunity to experience Story Programs without committing to a program schedule of several weeks.