

FARMINGTON LIBRARIES
PROGRAM POLICY
Updated and Approved October 22, 2025

Policy

To guide Library staff in developing, managing, and overseeing programs presented by the library.

Purpose

The Farmington Libraries recognize that thoughtful programming empowers people to learn, connect, and grow. By offering a diverse range of programming, events, and activities, we create opportunities for connection and growth, and cultivate the joy of reading, learning, and discovery within our community. Library programming is provided for the interest, information, and enlightenment of all residents, aiming to represent a wide range of diverse viewpoints and interests. The Libraries also recognize the importance of programs as a resource for voluntary inquiry and the dissemination of information and ideas, and to promote free expression and free access to ideas by residents.

Scope

This policy applies to all Library-sponsored or developed programs.

Roles and Responsibilities

The Library Board delegates development, presentation, and oversight of programs to the Library Executive Director and staff. The Info Services, Youth Services, and Barney Branch Manager are accountable for planning, scheduling, and implementing programs. Designated Library staff are responsible for the development, coordination, and supervision of Library programs. The Executive Director has final responsibility for library programming, and professionally trained library employees share the day-to-day responsibility of curating and developing programs.

Attendees are responsible for complying with the Library's Behavior Policy.

Program defined

A program is an event or activity planned by librarians and staff who are professionally trained to develop programs to provide access to content that is relevant to the research, independent interests and educational needs of Farmington and Unionville residents. It

may involve outside presenters, facilitators, or performers and may be organized or held in cooperation with other entities.

Note: Use of a public meeting room to host a public event by an organization or individual is not a Library program and is subject to the Farmington Libraries' Behavior Policy.

Program Selection

Programs will be selected based upon the following criteria:

1. It is in alignment with The Farmington Libraries' mission and vision
2. It is of educational, informational, cultural or entertainment value
3. It may provide community enrichment
4. It is in alignment with The Farmington Libraries' budget
5. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Libraries.
6. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Libraries. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.
7. Programs that promote or oppose a specific religion will not be approved or offered. Programs are intended to be inclusive of diverse cultures, faiths, and non-religious viewpoints. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.
8. Program selection is based upon the suitability of the topic, format, and intended audience. A program will not be excluded because the 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 program's presenter.

Age Specific Programming

Children's Programs

Children's programs are designed to provide children from birth through sixth grade with educational, cultural, and creative programs designed to inform and inspire.

Teen Programs

Teen programming is designed to provide teens in Grades 7-12 with programs tailored to the current teen community with a focus on promoting creativity and independence.

Adult and Intergenerational Programs

The Farmington Libraries provide a wide variety of programs that supply information, education, cultural and community enrichment, and/or entertainment. Library programming is designed to improve the quality of life for our patrons by increasing individual understanding, options, experiences, and engagement in a complex society and across cultural barriers.

The Adult Programming Coordinator, Youth Services Department, and the Barney Library staff plan programs with these goals in mind.

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 Libraries, however, must abide by this policy regardless of where they are hosted. Patrons attending programs are expected to adhere to The Farmington Libraries' Behavior Policy. Failure to do so may result in their immediate removal from the program.

Presenters/Program Providers

Offers to provide programs for adults, teens, or children by outside individuals or groups, whether free or paid, will be considered by the Adult Programming Coordinator, Youth Services Director, and Barney Library Manager and evaluated based on these criteria.

The Libraries will prioritize programs of local appeal. All offerings should be forwarded to the appropriate staff.

Program Access

Library programs are free and open to the public. Registration may be required in advance. Information collected during the registration process will only be used to communicate information about that program, to confirm eligibility to participate in that program, and for post-program surveys. For programs targeted to a specific age group, and promoted as such, preferential admission may be offered to those groups on a first-come, first-served basis and limited to those individuals as the Libraries deems appropriate.

Accommodation

Any individual requiring an accommodation to participate in a Library program should contact the Libraries two weeks before the program.

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. Attendees will be informed that a program is being recorded at the start of the program.

Live virtual programs require advanced registration. Registered participants will receive via email a link to log on to the program and must not share that link with others.

Patrons attending virtual programs are expected to adhere to The Farmington Libraries' Behavior Policy. Failure to do so may result in their immediate removal from the program. The Farmington Libraries 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 Farmington Libraries will make a good-faith effort to use platforms that are compatible with the widest array of hardware and software, but make no guarantee that every patron will be able to access every virtual Library program successfully. The Libraries cannot guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

Program Materials

Books, CDs, DVDs, or other ancillary materials related to the program may be offered for sale at a Library program as a convenience to attendees.

Program Evaluation

To provide the highest quality and most useful programming, Library staff may gather information about a program 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, may be gathered at times when such data is required for grant reporting or would help evaluate a new program topic or format.

Request for Review and Reconsideration

The Farmington Libraries recognize the importance of hearing from the public. Farmington and Unionville residents may request reconsideration of library materials, displays or programs. See the Farmington Libraries Material Review and Reconsideration Policy for more information on how to request a review and reconsideration.

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

Location

This policy is housed on the Farmington Libraries' website:
<https://www.farmingtonlibraries.org/about-us/policies>. A copy is maintained in the Libraries' Administration Office.

This policy conforms with **CT Public Act 25-168 Sec. 322,323**