CUS-7 Programming
Effective: February 14, 2023
Supersedes: 6/15/22

Policy Statement: Programs support the Camden County Library's mission, strategic initiatives, collections, and services. In addition, programs reflect equitable outreach and engagement to diverse communities while promoting a culture of inclusion.

Regulations

A. All programs are free and open to all members of the public.

B. Ultimate responsibility for programming rests with the Library Director, who delegates program management responsibility to the Associate Director, Head of Youth Services, Head of Adult Services, and other designated staff.

C. The following criteria are used to make decisions about program topics, speakers, and accompanying resources:

- Relevance to the needs and interests of the community
- Support of the Library's strategic initiatives and goals
- Current demand and frequency of attendance
- Accuracy and timeliness of program content
- Cost and budget considerations
- Space requirements
- Qualifications and reputation of the speaker or presenter
- Relevance and appropriateness of the program to the Library's mission
- Available resources, including staff time and availability

D. Program attendance may be limited based on age, especially programs intended for children and young adults that are geared to their interests and developmental needs.

E. Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of the program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis. Registration for programs may be done on the Library's website or by calling or visiting the Library.

F. Programs may be cancelled due to weather, low registration, or absence of the presenter. Cancelled programs may or may not be rescheduled.

G. The Library will offer virtual programming to reach a larger audience or adhere to social distancing directives when recommended by local or state authorities. These programs will utilize Library approved virtual meeting platforms that patrons may use to access virtual programs from their own devices.

H. Virtual programs will be hosted via the Library's virtual meeting accounts. At least one designated Library staff member will act as host. While hosting the virtual program, the host may mute attendees, lock the event after the program has begun, and remove participants due to violations of Library policy.

I. The Library reserves the exclusive right to record any or all virtual programs. Library staff will inform all program participants when recording takes place. At the same time, to protect the privacy of all meeting attendees, the library strongly discourages the recording of all virtual programs by any attendee, either on their local computer or via an external device such as a tablet or smartphone.

J. Attendees at all programs are expected to adhere to the Library's Customer Behavior Policy (CUS-2) while in attendance.

K. The Library's sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants.

L. If a customer wishes to submit a request for review of a library sponsored program, they may submit a Citizen's Request for the Reconsideration of Library Materials and Programs. The form is available at any Library location or through the Library's website. All requests will be reviewed by the Library Director in consultation with the selection criteria as outlined in this policy and the Library's mission statement.

M. The Library does not sponsor free programs offered by for-profit organizations and businesses.