Poplar Creek Public Library District
Programming Policy

The Poplar Creek Public Library District (PCPLD) regards programming as an essential service that supports its mission to provide access to information, education, culture, and recreation while fostering community engagement.

Library-sponsored programs are developed and presented by PCPLD to further its mission and service objectives. Sponsorship of a program does not constitute endorsement of a presenter's views. PCPLD maintains full authority over the planning and presentation of its programs.

Library-sponsored programs are guided by the principles of intellectual freedom, equal access, and inclusivity. All programs comply with the Americans with Disabilities Act and the American Library Association's *Library Bill of Rights*. Programs may be offered at the library, off-site, online, or in hybrid formats and may include presentations, performances, workshops, exhibits, discussions, and similar activities.

PCPLD seeks to offer programs that:

- Provide educational, cultural, and recreational opportunities.
- Reflect community needs and interests.
- Promote awareness and use of library resources and services.
- Encourage discovery, enrichment, collaboration, and the exchange of ideas.
- Foster a sense of community and respect for diverse perspectives.

Programming Selection and Design
Responsibility for program selection and design rests with the Executive Director, under policies set by the Board of Trustees. The Executive Director establishes budgets, guidelines, and structures for designated staff, who develop and deliver programs for specific audiences and topics.

Program selection and evaluation are based on factors including:

- Alignment with the PCPLD's mission and strategic priorities.
- Relevance to community needs and interests, as well as topics of local, state, and national interest.
- Suitability for intended audiences.
- Presenter expertise and verifiable performance experience.
- Quality, accuracy, and timeliness.
- Availability of PCPLD resources, including: staffing support, budget, and space.
- Availability of similar programs already offered in the community.

External presenters shall be selected based on verifiable expertise and demonstrated public performance ability and shall provide references from prior presentations at

libraries, schools, nonprofit organizations, conferences, or comparable venues. Potential presenters may submit program proposals through established channels; however, PCPLD retains sole discretion to determine which programs and events shall be scheduled.

PCPLD does not offer programs that are primarily commercial in nature or intended to solicit future business. The Library may permit the sale of books or related materials by presenters or participants at Library-sponsored programs at the discretion of the Executive Director or designee. Any such sales must be directly related to the subject matter of the program, participation cannot be conditioned upon purchase, and all sales transactions are handled solely by the presenter.

Programs not Allowed
Library programs will not be used to support or oppose political candidates or referendum questions, in compliance with applicable law.

Participation in Library Programs
Registration & Fees
All programs shall be open to the public; however, PCPLD may grant preference to PCPLD cardholders for high-demand or limited-capacity programs. Registration may be required and shall be on a first-come, first-served basis. Registrants shall provide a telephone number or email address for notification of cancellations or schedule changes, and such information will not be disclosed to presenters without the registrant's consent. PCPLD will provide most programs free of charge, but registration fees may be imposed to recover costs of presenters, materials, or supplies when necessary.

Limits to Attendance
Some programs may be designed and marketed for specific age groups. The Library encourages patrons to attend programs intended for their age group; however, attendance decisions are the responsibility of the individual or parent/guardian.
PCPLD will not limit attendance based on the content of a program. Attendance limitations may occur due to space capacity, staffing, safety, or operational needs.
The Library reserves the right to address behavior that is disruptive, unsafe, or inconsistent with the Library's Code of Conduct.

Waivers
Depending on factors such as the type of activity or location of event, some programs may require signed waivers for participation in all or part of an event.

Accommodations
PCPLD will provide reasonable accommodations and appropriate auxiliary aids and services, upon request, to ensure equal access to its programs, services, and activities. Individuals requiring a reasonable accommodation are encouraged to contact the Executive Director, a Deputy Director, or their designee at least 72 business hours

(Monday–Friday) in advance of a scheduled program when possible. Requests received with less notice will be considered and accommodated to the extent feasible.
PCPLD is committed to providing accessible and inclusive events.

Groups
Groups, including but not limited to schools, day care centers, and senior centers, shall be admitted to public library events only if space is available at the time of registration. Group tours, visits, and Storytimes may be scheduled upon request and shall be subject to staff and scheduling availability.

Recording of Programs & Photography
Limitations to photography and/or videography may apply at PCPLD programs and events based upon contract and copyright restrictions with respect to a particular presenter or program. By attending a program, participants consent to being photographed or recorded for Library promotional use (both in print and online) unless they notify staff in advance.

Intellectual Freedom
PCPLD shall uphold intellectual freedom by providing programs that represent diverse viewpoints and cultural perspectives. All programs shall be primarily informational in nature, and the inclusion of personal, political, or religious content shall not constitute Library endorsement. PCPLD may present programs that conflict with the individual beliefs of staff, trustees, or community members. Patrons shall be responsible for their own program choices and shall not restrict or interfere with the rights of others to attend.

Conduct in Library Programs
Participants shall comply with all PCPLD policies, and PCPLD may suspend or revoke program attendance for repeated violations.

Cancellation of Programs
Programs may be cancelled at any time for reasons including safety, low enrollment, presenter unavailability, contractual considerations, or other operational needs. PCPLD will make reasonable efforts to notify registrants, but cancelled programs are not automatically rescheduled.

The Library retains sole discretion over the selection, scheduling, modification, and cancellation of programs in alignment with its mission, strategic priorities, operational considerations, contractual obligations, safety concerns, and applicable law.

Attendance at Library programs is voluntary. Patrons are responsible for determining which programs are appropriate for themselves and their families.

Meeting Room Rentals by the Public
Public use of Library meeting rooms is governed by the Meeting Room Reservation and Rental Policy and does not constitute Library programming. Renters must state in all

publicity that their events are not affiliated with or sponsored by the Poplar Creek Public Library District.

Approved by the PCPLD Board of Trustees: February 19, 2026