



LIBRARY PROGRAMMING POLICY

Bergenfield Public Library schedules, develops, and presents a wide variety of programs that provide opportunities for information, learning, and entertainment. Programming is an integral component of library services that:

- Extend and promote the role of the library as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Enhances the information found in library collections
- Encourage participation in civic life
- Help to address the cultural and leisure-related interests of the community.
- Expands the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program development and management to appropriate departmental staff.

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources, including but not limited to:

- Relation to Library mission and service goals and materials collection policy
- Relevance to community needs and interest
- Availability of program space
- Budget and staffing considerations
- Treatment of content for intended audience
- Presentation quality and treatment of content for the intended audience
- Presenter background/qualifications in content area
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Requests from individuals to present library programs are considered using the above criteria. Performers and presenters are not excluded from consideration because of their origin, background, or views, or because of possible controversy.

Most Library programs are free and open to the public; however, a fee may be charged for certain types of Library programs including deposits and material costs. Registration may be required for planning purposes or when space is limited. Programs may be held on-site, off-site or online.

The Library adheres to the principles endorsed in the Library Bill of Rights. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by



the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

Library Program Limitations

- The Library has the right of refusal to host programs that include but are not limited to: the possibility that a proposed meeting or event will be disruptive to Library services, or programs that may impede Library staff or patrons, or that may endanger the Library building or collection, or that violates the Library code of conduct policy.
- The Library does not present programs that support or oppose any political candidate. Election information such as candidate forums that include invitations to all recognized candidates may be offered. Petitions or campaign literature are not permitted at such events.
- The Library recognizes that many locally-based potential speakers may well be experts in their respective fields. However, to avoid charges of providing “commercial advantage,” presenters from local businesses may be limited to presenting once a year.
- Attendees of library programs shall not be required to provide any personal information to outside presenters. The Library shall have the right to ask for program evaluations and emails from attendees. Information will only be used for internal Library business.
- Groups or presenters wishing to serve refreshments must obtain prior approval from the Library. Alcoholic beverages are prohibited.
- Programs that involve the sale of goods or services are prohibited, except for authors, artists, and musicians who shall be permitted to sell copies of their works. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales.
- Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.
- Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience. The library staff has the discretion to cancel programs, to be rescheduled or not.
- In the event of a conflict of dates, staff-scheduled programs of the Bergenfield Public Library will have priority.

Payment and Cancellations

- All external program presenters are required to indemnify the Borough of Bergenfield (includes the Library) against any damages, claims or liability arising in connection with the presentation of a program.
- Payment to external program presenters will only be made when the following conditions are met: Library Administration receipt of a signed performer contract and Hold Harmless agreement, completion of program, submission of any items required by the Library, and approval of the payment at the Library’s monthly Board of Trustees meeting.
- The Library will not pay performers in advance for services. When possible, performers will be paid immediately following the conclusion of the program.



- In some cases, however, payment will be mailed to the performer no later than 60 days following the scheduled date of the program. Performers who cancel and do not reschedule will not be paid for the canceled program.
- The Library asks that speakers, performers, and groups who wish to cancel their scheduled program/event provide at least one week's notice to allow staff sufficient time to contact attendees or schedule a similar program or presenter in its place.

Additional Considerations

- All programs shall end 15 minutes prior to Library closing time. The Library shall, at its discretion, publicize the program with in-house designed posters, flyers, press releases, and electronic media. It is the responsibility of the presenter to provide all necessary information and graphics in a timely fashion. BPL reserves the right to revise/redesign material supplied by the presenter to conform to BPL standards. Library staff will approve any additional marketing materials that are displayed in the Library.
- With the presenter's permission, the Library may capture photographs, audio, and video recordings of the presentation for the use at the sole discretion of BPL.
- Exhibiting artists shall be permitted to list prices of works for sale in a printed brochure/catalog of their show. The catalog or price list shall be provided by the artist and approved by the Library in advance of the show.
- Any violations of this policy shall result in the automatic rejection of all future program requests for a minimum of one year. Repeated violators will be permanently prohibited from presenting library programs at Bergenfield Public Library.

If a patron has a question about a Library program, they should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may submit a Request for Reconsideration form. Requests for review of programs will be handled in the same manner as are requests for reconsideration of Library materials.

Approved by the Bergenfield Library Board of Trustees on April 11, 2024