Program Development Policy

The Cary Memorial Library supports its mission to ignite curiosity, engage minds, and connect our community by developing and presenting a broad range of library programs for patrons of all ages. We offer programming that instills a love of learning and enrichment through educational and cultural experiences and is representative of the people and communities we serve.

Programs presented at the library are developed by library staff, often in conjunction with community partners. In developing and delivering programs, the library staff utilizes staff expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources.

- Relevance to community needs and interests
- Relationship to library mission
- Potential to promote and encourage the use of library collections & resources
- Historical, cultural, or educational significance
- Presenter background/qualifications in content area
- Balance of current programs being offered at the library
- Budget and costs, including staff time, related to presenting a program
- Availability of library spaces
- Connection to other community programs, exhibitions, or events
- Safety and security of library patrons, staff, and facilities
- Collaboration with town departments, community and cultural groups, and local non-profit organizations
- Relationship to national and local observances, commemorative months, and local initiatives (i.e., National Library Week, Women's History Month, etc.)

Interested performers, speakers, and community members are encouraged to use our "Suggest a Program " to propose potential programs. These proposals are evaluated according to the criteria listed above. Final decisions on what programs are offered are made by the library director.

Library sponsorship of a program does NOT constitute an endorsement of the content of the program or the views expressed by the participants. Because the Cary Library serves everyone, differing viewpoints and a diversity of perspectives are to be expected. Program topics, speakers, and resources are not excluded from programs because they may be deemed controversial to some people. Programs are not used to directly further commercial, religious, or partisan purposes or for the solicitation of business.

Library Sponsored Events

- All library sponsored programs are open to the public and free of charge
- Programs may be held on site at the library, off site, or online

- Decisions related to whether the program is in person, hybrid, or virtual are made by the coordinating staff in collaboration with the performer or speaker. Hybrid or virtual programs are recorded if permission from the speaker is granted
- Program attendance will not exceed the capacity of its space
- Authors, artists, or performers may sell books or other items during a library program. Sale of other products or services at library programs is not permitted unless authorized in advance by the Library Director

Event Promotion

- Library programs are listed on the Cary Library website, events calendar, and social media platforms and may be featured in library newsletters
- Library program information may be submitted to local, state, and national media
- The library staff develops program promotional materials based on the library's branding/accessibility guidelines
- All externally created graphics for collaborative programs must be approved by the library.
- Organizations collaborating with library staff may submit their logos for inclusion on program publicity

Due to the nature of program or space limitations, program attendance may be limited and advance registration may be required. The Library may create a waitlist for popular programs.

The Library will make every effort to provide accommodations to individuals with disabilities. Please see the [Accessibility Services page](#) on our website for more information.

The Library does not guarantee seating to registered attendees who arrive after the program has begun. The Library reserves the right to deny attendance or remove individuals whose behavior violates the Library's "Rules of Behavior" policy.

Programs may be canceled due to unforeseen circumstances or low registration. Canceled programs are not automatically rescheduled. When possible, advanced notification of program cancellations will be made on the Library's online calendar of events and by other appropriate communication channels.

Lexington residents with a concern about a library program should direct that concern to the Library Director for consideration.

Policy approved by the Library Board of Trustees — 5/3/23