



MANSFIELD PUBLIC LIBRARY DEPARTMENTAL POLICY MEMORANDUM

Approved by: Devon Andrews, Library Director
Effective Date: September 2, 2025
Subject: Library Program Policy

The mission of Mansfield Library is to provide guidance and access to materials and information which enhance and enrich the lives of people of all ages.

The goals of Mansfield Library are:

1. to provide a broad range of materials in a variety of formats,
2. to promote and stimulate active use of its resources,
3. to facilitate the use of its resources and services with trained library personnel,
4. to offer programs and services to encourage lifelong learning.

Purpose

The Mansfield Public Library (“the Library”), in keeping with its mission of promoting knowledge, ideas and cultural enrichment, develops and presents programs that provide information, learning and entertainment. Programming is an integral component of Library services that promotes and complements the Library’s other services and collections. It supports the Library’s role as the center of the community. Library programs and displays are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied and diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The Library recognizes the importance of displays and 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. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Definition of a Program

A Library program is a free event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators or performers and may be presented in cooperation with other entities. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program.

Scope

This policy applies to all Library programs.

Roles and Responsibilities

The development, presentation and oversight of programs resides with the Library Director and staff. The Adult Services Librarian and the Youth Services Librarians are accountable for planning, scheduling and implementation of programs. Designated Library staff are responsible for the development, coordination and supervision of Library programs. The final responsibility for the library program is held by the Library Director, but day-to-day responsibility is shared by librarians throughout the library that are professionally trained to curate and develop displays and programs. Attendees are responsible for complying with the Library's Behavior Policy.

Procedures

1. Program Selection: The Library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its 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 presenter of the program. The library provides programs created or curated by librarians of the public library as well as allowing displays and programs created by members of the public or community groups and exhibited in the public library.

a. Library programs must have an educational, informational, cultural or recreational value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library.

b. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.

c. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. 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.

2. 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 Library, however, must abide by this policy regardless of where they are hosted.

3. Program Access: Library programs are free and open to the public on a first-come first-serve basis. Some programs may require advance registration. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the Library deems appropriate.

4. 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. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program. Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program. Patrons attending virtual programs are expected to adhere to the Library's Behavior Policy and failure to do so may result in their immediate removal from said program. The Library 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 Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

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

6. Program Evaluation: To provide the highest quality and most useful programming, Library staff will gather information about program results 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, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

7. Procedures for the Questioning of Library Programs by Patrons: The Library limits consideration of requests to reconsider material, displays or programs to residents of Mansfield. Please see our Material Review and Reconsideration Policy for further information on this process. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Adopted by the Library Advisory Board on September 2, 2025