

## QUINCY PUBLIC LIBRARY PROGRAMMING POLICY

Quincy Public Library provides programs to fulfill the Library's mission and strategic plan, and to expand the visibility of the Library in the community. Program planning decisions will be made based on the contribution of the program to the Library's mission and goals as indicated by one or more factors below.

- The program contributes to lifelong learning, cultural, and recreational needs of the community.
- The program appeals to an underserved demographic.
- The program appeals to a range of ages, interests, and information needs.
- The program has historical, educational, or cultural significance.
- The program contributes to improved literacy in the community.
- The anticipated outcomes have a beneficial effect on the community.
- Attendance at the program is convenient for the intended audience. It avoids duplication of services already conveniently offered in the community.
- The program will work well in the space that we have available. It is accessible to all who may wish to participate.
- The program will increase community awareness and foster a positive perception of Library services. It will reach a new audience and/or increase library usage.
- The program is affordable within the Library budget, and/or has the potential to increase Library funding. There is a cost effective way to present the program. The cost per participant is reasonable compared to other programs.
- The Library has adequate staffing and resources to implement the program successfully, and/or volunteers can be invited to provide assistance as needed.

Partnerships with other community organizations will be encouraged and utilized when possible. Co-sponsorship and collaboration decisions will be made on the basis of mutual needs and equitable benefits between the Library and potential partners. The Library will not offer programming of a commercial, political, or religious nature unless the purpose is to provide unbiased information and education.

Programs may be held off-site when appropriate. Selling of items by non-profit partners may be allowed with approval of the Director and/or Board of Trustees. Fees will not be charged unless for fund-raising efforts, or for cost recovery when it would otherwise not be feasible to offer the program.

Grants and sponsorships will be sought when appropriate. Grants and sponsorships will be acknowledged in promotional materials.

All programs will be open to the public on a first come or first reserved, first served basis, within the limitations of space, safety, and resources. Program participation may also be limited by age or intended audience.

Programs will be evaluated individually and overall based on patron satisfaction including feedback from oral, written, and electronic stories and surveys, and from staff discussion and follow-up.

Adopted November 14, 2017 and December 14, 2004  
Revised September 14, 2021  
Quincy Public Library  
Board of Trustees