

<b>Policy 5-19</b>	<b>Program Policy</b>	<b>Created: 2/22/2023 Approved: 2/22/2023</b>
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**I. PURPOSE**

This policy explains the scope of Jackson County Library Services sponsored programs, the criteria for creating and then implementing those programs, and programming guidelines.

**II. INTRODUCTION**

Jackson County Library Services provides diverse programs for all ages, free of charge, in its libraries and throughout Jackson County. Diverse programming allows JCLS to forward its mission of connecting everyone to information, ideas, and each other; as well as its vision that, through Jackson County Libraries, individuals reach their full potential, and our communities thrive. Library programs exist to disseminate additional knowledge, skills, and opportunities for growth regardless of one’s age, economic status, educational background, political status, race, gender, sexual orientation, or religion. These engaging opportunities are meant to serve as an extension of the Library’s print and digital collections and services to the public.

**III. SCOPE**

JCLS programs support the organization’s mission, vision, values, and strategic initiatives as well as promote the library’s collections, services, and resources. Programs provide enriching experiences that reflect the informational and recreational needs and interests of the community. JCLS strives to provide programs that reflect and honor the diversity of backgrounds of our communities by promoting a culture of inclusion. Library programs are not meant to be all encompassing, but are, instead, a window into concepts, current events, literature, local history, art, and more.

**IV. CRITERIA**

JCLS aims to provide content that is accurate, engaging, and meaningful to residents of Jackson County.

JCLS honors the diversity of our community and uses Equity, Diversity, and Inclusion (ED&I) principles when planning programs. In addition to informational presentations, the library will provide programs that highlight the voices of marginalized communities.

Criteria for Library Sponsored programs include:

- Advances the JCLS mission, vision, and values (Inclusion, Trust, Stewardship, Collaboration, Innovation, Respect)
- Aligns with the Strategic Plan
- Is relevant to the interests of Jackson County residents
- Meets a current need in the community
- Is accurate and timely
- Fits within the JCLS budget (including grant funding)
- Capacity of JCLS staff and/or local community partners

Presenters, authors, and performers are selected from JCLS staff and local, regional, and national resources based on their knowledge or expertise on a particular topic. Library staff will use the ETHOS Evaluation method when selecting or approving presenters.

- Experience of the speaker
- Trustworthiness of the speaker and/or organization
- Hands-on planning
- Outcomes (of program)
- Subject Matter (of program)

## V. PROGRAMMING GUIDELINES

Jackson County Library Services upholds the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement adopted by the American Library Association.

While anyone is welcome to attend or not attend programs, or to determine if their minor children should attend, the freedom of others to attend library programs will not be restricted. The Library does not stand in *loco parentis* (in the place of parents).

- Programs may be cancelled due to weather, low registration, or unanticipated absence of the presenter. Canceled programs are not necessarily rescheduled.
- Library programs are free and open to the public.
- Everyone can attend library programs whether or not they have a library card.
- Some programs may be restricted to certain age groups due to capacity limitations and/or appropriateness of the material being presented.
- All other JCLS policies, including the [Rules of Conduct](#), apply at Library sponsored programs, whether inside the libraries or outside in the communities.
- The views and opinions expressed in Library programs are those of the presenter and do not necessarily reflect the official policy or position of Jackson County Library Services.
- JCLS does not offer commercial or religious programs. Presenters may not require a fee from patrons in attendance, although authors may sell their books.
- JCLS welcomes groups and organizations to reserve meeting spaces at our facilities, but this does not constitute JCLS sponsorship of the program. Please review the [Meeting Room Policy](#).

## VI. REQUESTS FOR RECONSIDERATION OF PROGRAMS

Individual programs, which in and of themselves may be controversial or offensive to some patrons or staff, may be provided through the Library if their inclusion will forward the mission and strategic direction of Jackson County Library Services or increase the Library's ability to serve its community.

The Library recognizes the rights of individuals to question Library sponsored programs and has developed a process to address concerns. This process includes the opportunity for an individual to discuss their opinion with a librarian, to complete a written Request for Reconsideration of Library Programs form, and to request a review of the program by librarians responsible for Library sponsored programs and the Library Director. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Programs is attached to this policy (Attachment A).

The program in question will remain on the JCLS calendar pending the Library Director's written decision.

## Request for Reconsideration of Library Programs

Date: \_\_\_\_\_

If you have concerns about library programs or events, please complete all sections of this form to ensure prompt consideration by library staff.

### PROGRAM FOR RECONSIDERATION

Title of Program: \_\_\_\_\_ Date/Time of Program: \_\_\_\_\_

Library Branch: \_\_\_\_\_

Intended Audience (Select all that apply):

Preschool       Kids       Teens       Adults       General

Please describe your concerns regarding this program:

What action would you like the Library to take?

### CONTACT INFORMATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Please send completed form to: Library Director, Jackson County Library Services 205 S. Central Ave,  
Medford, OR 97501