

## Administrative Rules

### Rule 1.2 – Programs Policy

Created: 3-1-2022  
Approved: 9-29-2022

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#### Overview and General Rule

##### I. OBJECTIVE

A program selection policy aids Deschutes Public Library (DPL) staff in selecting a well-rounded programming schedule that contributes to informational, recreational, and cultural enrichment for our diverse community and provides a foundation to achieve the results directed by the Library District Board Result Policies.

This policy refers to online and in-person programs sponsored or hosted by DPL. Programs held at DPL by community groups or individuals using a library meeting room are not subject to this Administrative Rule and must follow [Administrative Rule 1.5 Meeting Rooms](#).

##### II. INTELLECTUAL FREEDOM

DPL believes that the right to freely access information is an important part of the intellectual freedom that is basic to democracy, and hereby subscribes to the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (Appendices A, B & C) as adopted by the American Library Association.

DPL strives to present programs in a neutral and unbiased manner. Selection decisions are based on the criteria outlined within this policy. The inclusion of a program as part of DPL's program schedule is not an endorsement of content or a particular point of view.

##### III. RESPONSIBILITY FOR PROGRAMS SELECTION

Ultimate responsibility for program selection rests with the Library Director, who administers procedures designed to achieve the results directed by the Library Board's policies. The Library Director delegates authority to interpret and guide the application of this administrative rule in making decisions relevant to managing programs.

#### IV. METHOD OF PROGRAM SELECTION

A program selection policy consists of general guidelines that are used in conjunction with staff knowledge and experience. DPL endeavors to include a broad spectrum of programs that features a wide variety of perspectives and opinions. Local, regional and national presenters are selected based on their knowledge, scholarship, lived experiences and artistic excellence in order to curate a program schedule that is rich in diversity and appeals to the community.

The following methods and criteria are followed to maintain inclusive, current, entertaining, and informative programs.

##### A. CRITERIA

- Community interest
- Cultural awareness
- Current events relevant to local, state, national, or international interest
- Artistic excellence
- Accuracy and objectivity
- Relationship to library materials
- Cost or budget
- Availability of program space

##### B. REQUESTS

Requests and suggestions from customers for specific programs may be submitted to DPL staff for consideration under this program selection policy.

#### V. RULES AND REGULATIONS

- A. All programs are free and open to the public. Some programs may require registration.
- B. The sale of materials by authors or performers at Library-sponsored programs is permitted.
- C. Presenters may not directly solicit commercial business during a presentation or program.
- D. Programs may occur in library facilities or offsite.
- E. Some programs may be designed for specific audiences and age groups.
- F. Attendance may be limited due to space. Limits will be enforced on a first come, first served basis, either with advanced registration or at the door.
- G. Programs will not be cancelled due to content or controversy of the speaker or topic.
- H. Programs may be cancelled due to weather, low registration, or other reasons.
- I. Speakers or presenters may cancel for their own reasons.
- J. Cancelled programs may or may not be rescheduled.
- K. Customer Code of Conduct will be enforced and followed at all DPL programs.

#### VI. APPEALS AND RECONSIDERATION

DPL welcomes expressions of opinion from customers concerning programming. Questions or concerns regarding library programs should be addressed with a DPL staff member. Customers who wish to continue their request for review may submit a Reconsideration of Library Services form.