

## Scranton Public Library Programming Policy

*Adopted by SPL Board of Trustees 2-20-20*

*Rev 3-8-23*

*Rev 8-14-24*

**Definition:** A program is a planned public activity for five or more people that is presented by library staff, authorized volunteers, or contractors. Examples include, but are not limited to, story time, lecture, workshop, discussion group, performance, booktalk, demonstration, author reading / signing, class, and panel discussion. Programs are offered for adults, young adults, and children.

**Selection:** Library programs are selected by library staff and must adhere to the Scranton Public Library's mission. (See attached.) Individuals or entities who wish to conduct a program at the library or request that the library offer a program must fill out the attached Program Request Form. Regarding requests for an Author Reading / Signing, library staff responsible for collection development will review the work. If it is decided to add the item to the library's collection per the Collection Development Policy, the Library will sponsor the reading / book signing though restrictions below may apply. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. The library does not offer programming that is purely commercial, religious, or partisan political in nature. If a party wishes to challenge the library's decision regarding a program selection, the party must follow the Scranton Public Library's Library Resource Challenge procedure

**Fees:** All Library programs are free. A materials fee may be charged if additional materials are required.

**Access and Promotion:** All programs are open to the public though, at the library's sole discretion, registration may be required for planning purposes or when space is limited. If registration is required, the library will manage the registration process. For some programs a library card may be required to enter or make a reservation. Some programs may be designed with specific audiences in mind. Programs targeted toward a specific audience will be publicized as such. The library will be responsible for promoting the program.

Scranton Public Library

Program Request Form

Name/Title of Program:

Contact Name:

Address:

Phone Number:

Email:

Web Site:

Please describe the program content:

Who is your target audience?

Duration of Program (in hours):

Has this program been held in other libraries? If so, please list here;

Fee to Library:

Do you have any special space requirements? If so, please describe here:

Will the library need to provide any equipment? If so, please describe here:

How many minutes in advance of the scheduled start time will the performer / facilitator need to arrive?

Please provide a brief biography of program facilitator.

Please describe how the program will fit in with the library's Vision, Mission, and Values.  
(See attached.)

# Scranton Public Library

## Vision Statement

The Scranton Public Library envisions a future in which everyone, regardless of age, background, circumstances, race, religion, ethnicity, education, orientation, or personal beliefs, has the means, through the library, to access, free-of charge and without restriction, knowledge and information needed to meet their aspirations and attain a sense of fulfillment.

*Approved by SPL Board of Trustees 7-15-21*

## Mission Statement

The Scranton Public Library enhances our community by fostering and supporting individual aspirations toward life-long learning, entertainment, and self-fulfillment for all. This is accomplished through free access, wherever it is needed, to a broad collection of resources in currently-used formats, courteous and knowledgeable staff, and

activities designed to satisfy the informational, educational, recreational, and personal needs of everyone in our ever-changing and diverse environment.

*Approved by SPL Board of Trustees 9-16-21*

## Values Statements

- Encourages creative, diverse, and imaginative ideas and actions and facilitates the joy of learning by supplying tools of discovery and investigation;
- Furnishes welcoming and inclusive physical and virtual spaces for the benefit of all;
- Creates a supportive employment environment that fosters a professional, caring, dedicated, friendly, creative, and knowledgeable staff;
- Provides the means to advance literacy, inclusiveness, and social awareness throughout the community thereby fulfilling John J. Albright's vision of "the elevation of the people of all classes" and, by extension, of all generations, backgrounds, circumstances, races, religions, ethnic groups, orientations, and beliefs;

- Partners with community agencies, organizations, institutions, and entities for the benefit of the community;
- Values and respects patron privacy and confidentiality;
- Supports intellectual freedom by demonstrating neutrality and lack of bias when allocating resources and curating content;
- Collaborates with other cultural heritage organizations to preserve the history of all cultures in the area now known as Lackawanna County.

*Approved by SPL Board of Trustees 11-18-21*