

Cook Memorial Library, Tamworth, NH

III. I. Programs (adopted 4/11/2022)

The Cook Memorial Library offers programs for all ages to further the library's mission. Programs are offered by the library to introduce library resources, entertain, broaden knowledge, share experiences, and exchange information.

Programs offered by the library must be open to the public. Registration for programs may be required for planning purposes or when space is limited. Program attendance may also be limited by age or grade level.

At times the library partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present programs that align with the library's mission.

Requests from individuals to present programs are considered and weighed against community interest in the topic, the library's program budget, space requirements, relevancy and staffing ability, as well as the presenter's demonstrated qualifications, expertise, and reputation.

The library strives to include a wide range of subjects and viewpoints in library-sponsored programs and exhibits. Program topics, speakers and resources are not excluded from library programs based on their origin, background, sexuality, gender, religion, ability, or views, or because of possible controversy. Programs cannot be used purely for solicitation or for partisan purposes.

Decisions on which programs to offer are made by the Library Director, the Programming Librarian, or the Director's designee. Library staff who present programs do so as a part of their regular job and are not hired as outside presenters for their programs.

Relevant library policies, including but not limited to the Behavior, Supervision and Responsibility policy, apply to all library programs regardless of venue.

Fees may be charged for certain programs not covered entirely by the library's program budget.

Fund-raising at programs may benefit the library or the Friends of Cook Memorial Library. Outside organizations must seek approval from the Board of Trustees for fund-raising programs at the library.

Presenters must provide invoices for speaking fees at the time of booking to receive payment. Any changes to programs or fees must be submitted in writing to the library and agreed upon by both parties prior to the program. In certain cases, presenters may request to "pass the hat" to supplement fees provided by the library.

The library supports the rights of authors and other creators to sell their works as part of a program to the public. Presenters are responsible for their own sales and library staff are not available to assist in sales.

Library sponsorship of a program does not constitute or imply an endorsement of the presenter's content, beliefs, or outside organizational policies by any Cook Memorial Library personnel, the Board of Trustees, the Friends of the Cook Memorial Library, or by the Town of Tamworth.

REQUEST FOR RECONSIDERATION. Any community member has the right to request reconsideration of library materials, programs, exhibits, or displays. To make a request, patrons shall complete the Request for Reconsideration Form (see Section VI. Appendix B. Forms) and submit it to the Library Director. The Trustees will review the merits of such requests at their next scheduled meeting. A response to the request will be made within 30 days after the next meeting of the Board of Trustees. During reconsideration, no change will be made in materials presented, scheduled, programs, and displays and exhibits. The decision of the Board of Trustees is final.