Section of Policy Manual: Services	Policy No. : SER-13
Subject: Programming	Policy Approval Date: June 9, 2022
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Section 1: Purpose

The Gravenhurst Public Library strives to provide a variety of programs that promote literacy and offer opportunities to engage the community with information, educational and recreational enrichment. The Library's mission inspires the development of programs that reflect and respond to community needs and interests. Programs are designed to support all forms of literacy, life-long learning and encourage innovation, curiosity and creativity to provide enjoyment to the community.

Section 2: Our Values

Lifelong Learning and Literacy: The Library recognizes the importance of all types of literacy and the desire to learn and grow is lifelong. We cultivate the joy of reading in people of all ages and instill a love of lifelong learning and discovery.

Curiosity: The Library strives to ignite curiosity by inspiring the imagination. With our programs we evoke joy through opportunities to express, create, discover and make connections.

Innovation: We embrace and celebrate creativity. The Library strives to be forward thinking and adopt new programs to meet our community's ever-evolving needs.

Inclusion: We design and implement programs that are accessible to all members of the community.

Collaboration: We value every opportunity to connect with the Gravenhurst community. We build intentional partnerships to create dynamic programs that meet our community's needs and interests.

Section 3: Definition

Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

Section 4: Responsibilities

1. The Gravenhurst Public Library will:
    a) Make available a wide spectrum of opinions and viewpoints.
    b) Select programs based on the interest and needs of the community of Gravenhurst.
    c) Use programs to promote interest in and the joy of reading.
    d) Make programs available free of charge. The exceptions are: special programs where there is a substantial cost and no grant monies are available to run the program; or in the case of fundraising events held to benefit the library.
    e) Limit program attendance based on safe use of space or when success of a program requires it.
    f) Make programs open to all, based on a first come, first served basis, either with advanced registration or at the door.
    g) Not offer programming that is solely commercial in nature.
    h) Regularly evaluate community response to and suggestions for events and programs. The Library also reviews community profiles and uses various methods to gather community input to assist with program development. Appendix A: Preprogram Planning Form and Appendix B: Sample Program Evaluation Form).
    i) Make available a process for user feedback and expressions of opinions/concerns about programs (Appendix B: Sample Program Evaluation Form).

2. The Gravenhurst Public Library will:
    a) Offer programs for children, young adults, adults and families.
    b) Participate in cooperative programs with other agencies, organizations, institutions or individuals.
    c) Sponsor programs in the library facility or at other locations outside of the library.
    d) Promote programs through a variety of pathways including social media, flyers, newsletters, news releases and the library's website.

e) Allow presenters to display products or books for purchase.

Related Documents
Appendix A: Program Planning Form
Appendix B: Sample Program Evaluation Form
Gravenhurst Public Library Policy **SER-02 Children's Services**
Gravenhurst Public Library Policy **SER-03 Teen Services**
Gravenhurst Public Library Policy **SER-06 Adult Services**

![Gravenhurst Public Library logo]

Appendix A
Program Planning Form

At-A-Glance	
Program Name:	**Proposed Date(s) & Time(s):**

Target Audience:

Preschool
- ☐ Babies
- ☐ Toddlers

Children
- ☐ Primary - Children (Gr. K-3)
- ☐ Junior - Tweens (Gr. 4-6)

Youth
- ☐ Teens (12-18)
- ☐ Young Adults (18-29)

Adults
- ☐ Adults
- ☐ Seniors

Other:

Theme:

- ☐ Literacy
- ☐ Readers Advisory
- ☐ STEM/Makerspace
- ☐ Arts, Crafts, & DIY
- ☐ Passive Programming
- ☐ Recreational/Social
- ☐ Outreach/Community
- ☐ Business/Financial Literacy
- ☐ History/Genealogy
- ☐ Health/Wellness
- ☐ Other:

Location:

Materials & Budget
Equipment & Materials Needed:

Total Estimated Cost/Budget	

Program Overview

Program Plan & Description:
(Including plans per date, registration requirements, etc.)

Program Promotion

Promotional Method(s): (Posters, Flyers, Social Media, etc.)

☐ Boosted

☐ Not Boosted

Programming Policy Connection

Values:
- ☐ Lifelong Learning and Literacy
- ☐ Curiosity
- ☐ Innovation
- ☐ Inclusion
- ☐ Collaboration

Comments:

Community Partners
Partner, Contact Person, Contact Info (If Applicable):

Program Evaluation
Evaluation Method(s):

Debrief (How did it go?): *Fill this out after the program*

Would you run this program again?

- ☐ Yes – if yes why would you run it again? What improvements could be made when running it again?

- ☐ No – if you are not going to run it again explain why.

Comments:

Appendix B

Sample Program Evaluation Form

Thank you for coming to our Library Program.

Which program did you attend? *

What would you rate this program out of 5? *

- ◉ 5 - Excellent
- ○ 4 - Good

Where did you hear about this program?

- ○ 3 - Neutral
- ○ 2 - Fair
- ○ 1 – Poor

What did you like about this program?

What would you change about this program?

Do you have any other questions or comments?

Thank you for attending our program and helping to improve our future programming with your feedback.