



## Library Programming Policy

The Lafourche Parish Public Library will provide programming to further our mission of promoting education, enriching personal lives, and entertaining our communities. Programs are provided to help meet the educational, informational, cultural, and recreational needs of our residents.

All library programs are open to the general public. Programming is provided to appeal to citizens of all ages but individual programs may be designed for a specific audience based on age. The Library reserves the right to set age limits for all programs. Programs targeting a specific age group will be promoted as such. For planning purposes, registration will be required for some events. The Library reserves the right to limit the attendance at events due to space or material considerations. When limits must be established, attendance will be on a first come, first serve basis with either registration or limiting participants at the door.

Library programs may be cancelled for several reasons including cases of severe weather, presenter conflict, or low registration numbers. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the Library.

Library programming utilizes staff, outside speakers, collection items, library and community resources, displays, and media presentations. Programming includes such activities as story times, crafts, or other hands-on activities, speakers, lectures, demonstrations, discussion groups and films. Selection of library program topics, speakers, classes, and resource materials will be made by library staff to meet the needs and interest of library users and the community.

The Library will also incorporate cooperative programming with other agencies, organizations, and educational institutions capitalizing on existing knowledge and expertise when they are compatible with the Library's mission and goals. The Library does not allow programs of a purely commercial nature or programs for profit. No fees will be charged for attendance to library-offered programs.

The Lafourche Parish Public Library promotes original programming opportunities through local media, through posters, flyers, and buttons, Facebook, Instagram, Twitter and the Library webpage. Lafourche Parish Public Library's website is for promoting its original programming opportunities and will not promote or advertise other organizational links or content on its site.

When presenters, external or individual are holding a program in the library, the logos and/or library trademarks may not be used on any of the presenters' flyers or marketing materials issued to the public. With said programs, the library space is being utilized to host the program and the library has no input with planning the content of the event.

Presenters, external organizations, or individuals partnering with the Library on programs may not publicize their programs without approval of the Library Director. The library phone numbers may **not** be listed as a contact for meetings/events.