
Subject: Library Programs
Effective: July 2017
Revised: May 2021

1.0 PURPOSE

The purpose of this policy is to communicate standards regarding the provision of library programs developed at the local, regional or provincial level, and criteria by which programs are developed.

2.0 APPLICATION

This policy applies to all library programs held at or in conjunction with the New Brunswick Public Library Service (NBPLS). It does not apply to independent programs open to the public offered by other organizations using the library's meeting rooms on a rental basis, or to fundraising events. For meeting room use, see [NBPLS Policy 1076 – Use of Meeting and Study Rooms](#).

For the role and responsibilities of parents and guardians relating to children attending library programs, see NBPLS [Policy 1056 – Responsibility for Children in the Library](#).

3.0 DEFINITIONS

A **library program** is a planned presentation or activity given at a scheduled time by library staff or another resource person to a group of library users.

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act](#).

5.0 GOALS / PRINCIPLES

- 5.1 Library programs are an integral part of library service. They stimulate the use of the library and its resources as well as the general enjoyment and enlightenment of the community through the communication of ideas and information.
- 5.2 Library programs are primarily developed locally, based on community profiles and in response to community interests and needs. Regional and provincial library programs are developed to support regional, provincial or national initiatives. In all

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cases, library program development is guided by the NBPLS strategic plan, mission and vision.

5.3 Libraries may present programs that some individuals find controversial. Holding a program does not indicate an endorsement of its contents by the library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Federation of Library Associations' [Statement on Intellectual Freedom and Libraries](#) and [La charte des droits du lecteur](#) adopted by the Association pour l'avancement des sciences et des techniques de la documentation.

5.4 Libraries provide access to collections and programs without discrimination in accordance with the New Brunswick Human Rights Act.

6.0 REQUIREMENTS / STANDARDS

6.1 Library programs are offered free of charge to the public, except in exceptional circumstances where admission may be charged to recoup the library's costs of presenting the program.

6.2 Library programs are based on community needs and interests, in support of the NBPLS strategic plan, mission and vision.

6.3 Library programs will be held during the library's hours of operation. After hours programs are held only in limited exceptional circumstances and must be approved by the Regional Director. In addition, after hours programs can only be held at locations where the meeting room has separate entrances, offering no access to the library.

6.4 Library programs are typically designed to do one or more of the following:

- promote interest in the library and the services it offers
- stimulate interest in reading
- promote literacy and lifelong learning
- attract non-users and reflect the need to connect programs with library resources as part of the process of creating lifetime library users
- promote an awareness of contemporary issues and information required to engage in society
- promote arts and culture by stimulating imagination and creativity
- create and promote community partnerships
- promote community connections and access, by bringing members of the community together.

- 6.5 Library programs will be offered by staff with appropriate expertise, or by guest presenters and experts from the community. Library volunteers may assist with programs as per [NBPLS Policy 1022 – Volunteers in Libraries](#).
- 6.6 Library programs will be offered in accordance with [NBPLS Policy 1063 – Programs to Promote the Two Official Linguistic Communities](#).
- 6.7 Library staff will be present at programs to welcome attendees to the library, and to provide information about the library and upcoming programs.
- 6.8 The library may partner with not-for-profit or for-profit organizations for programming content. The library may provide content and present programs in other venues, and other organizations may provide content and present programs at the library. The library will consider content that meets the criteria above and supports the NBPLS strategic plan, mission and vision.
- 6.9 Content-based partnerships do not mean that the library endorses particular points of view promoted at programs.
- 6.10 Presenters will not contravene the [Criminal Code of Canada](#) and the [New Brunswick Human Rights Act](#) during the course of their program.
- 6.11 No business solicitation is permitted during programs in accordance with [NBPLS Policy 1015 – Selling and Soliciting in the Library](#).
- 6.12 Program partners will be acknowledged as appropriate.
- 6.13 A signed liability waiver form will be required from all participants in programs involving physical activity (see Appendix A for a standard liability waiver). The decision as to whether the type of physical activity involved in a program requires patrons to sign a liability waiver will be made by the Regional Director on a case by case basis.
- 6.14 Presenters of independent programs who are not library employees are required to provide proof of liability insurance for programs involving physical activity.
- 6.15 The library reserves the right to cancel programs as deemed necessary and will make every effort to notify the public in advance.
- 6.16 All programs will be regularly evaluated to determine community response and program effectiveness (see Appendix B for sample evaluation form).
- 6.17 The library encourages suggestions and collaborations for future programs from members of the community. Program suggestions will be considered in light of

the standards set in this policy, strategic priorities and library resources. Not all suggestions will be used.

- 6.18 Library programs involving animals must follow a set of guidelines to ensure the safety of the staff, the public and the animals (see Appendix C for more information).
- 6.19 A signed liability waiver is not required for programs involving animals.
- 6.20 Canine reading programs in the library must be carried out in partnership with an organization that ensures the screening process of volunteers and dogs (see Appendix C for more information).

7.0 GUIDELINES / RECOMMENDATIONS

None.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

9.0 REFERENCES

[La charte des droits du lecteur](#). Corporation des bibliothécaires professionnels du Québec.

[Criminal Code of Canada](#). Government of Canada.

[New Brunswick Human Rights Act](#). Government of New Brunswick.

[New Brunswick Public Libraries Act](#). Government of New Brunswick.

[Statement on Intellectual Freedom and Libraries](#). Canadian Federation of Library Association.



10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354

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