

# Program Policy

## 1. Purpose

The purpose of this document is to give information about the many programs available at the Colchester-East Hants Public Library and the guidelines used to choose and create programs.

## 2. Who is this policy for?

This policy is for all library staff, volunteers, and people who attend library programs.

This policy applies to all programs and events that are organized by the Library or a Library partner. This policy does not apply to events that outside groups host in the Library. See our *Meeting Room Policy* for more information.

## 3. Definitions

**The Library:** When we say "the Library" in this document, we mean the Colchester-East Hants Public Library.

**Library Partner:** A Library partner is a person, group, or organization that the Library works with to present programs or events.

**Program:** A program is a presentation or activity that the Library or Library partner offers to the public.

**Social Equity Lens:** A Social Equity Lens is a set of questions that we ask ourselves when we do things like plan programs, write policies, and make important decisions. It helps us critically reflect on our own beliefs and bias.

## **4. Program Development**

Library programs are an important part of the services the Library provides. Library programs are based on the community's needs and interests.

It is important that our programs reflect our diverse community. Using a Social Equity Lens helps us create programs that are inclusive and accessible.

The Library supports individual rights to share different opinions and ideas (see our *Statement on Intellectual Freedom*). The Library may present topics that not everyone agrees with. Just because the Library offers a program on a certain topic does not mean the Library supports everything that people talk about during the program.

### **a. Program Goals**

Our goal is for Library programs to:

- Give people the chance to be creative.
- Help people become interested in reading and learning new skills.
- Encourage people to use the Library.
- Respond to the interests and needs of diverse communities.
- Present many different ideas and points of view.
- Help people connect to other people and services in the community.
- Give people a chance to learn and talk about current issues and events.

### **b. Guidelines**

Library programs should:

- Be open to the public and be free of charge.
- Be led by people who are experts in the program topic.
- Provide information or an experience to the public without making them feel like they have to support a business or buy a product.

- Always follow the *Library Code of Conduct* and all other library policies.

### c. Offering a Program

If you would like to partner with the Library to offer a program, please contact your [local branch manager](#).

Everyone is welcome to send a request for a program, but we will not be able to work as partners with everyone. We will look at things like program guidelines, community needs, and the library resources when we review your request.

## 5. Comments/Questions

We welcome your comments about programs we have had in the past and about future programs.

People can send their comments, as well as any questions or comments about the Library's *Program Policy*, to the Director, Youth Services:

### By email at

- [JAtkinson@cehpubliclibrary.ca](mailto:JAtkinson@cehpubliclibrary.ca)

### By phone at

- (902) 896-4186

### By regular mail at

- Director, Youth Services  
Colchester-East Hants Public Library  
754 Prince Street  
Truro, Nova Scotia  
B2N 1G9

## 6. Related Documents

[Library Code of Conduct](#)

[Meeting Room Policy](#)

[Statement on Intellectual Freedom](#)

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