



31 Mount St. Mary's Way
Hooksett, NH 03106
www.hooksettlibrary.org

Hooksett Library Programming Policy

Library programs are programs sponsored or co-sponsored by the Hooksett Library and offered on the Library property, at other designated locations, or presented virtually. Library programming is intended to serve as an extension of the mission and vision of the Library in enhancing the quality of life in Hooksett for all residents through open access to ideas and information, encouraging exploration and learning and supporting cultural enrichment through collaboration with educational, cultural, business and social service organizations.

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees, per RSA 202-A:11.

Program Selection

Library programming will be developed in consideration of the principles set forth in the [Library Bill of Rights](#) and the [Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights](#) with a focus on accessibility, inclusiveness, enrichment and meeting the needs of the Hooksett community.

Library programming will be planned, vetted, and scheduled by staff members of the Library with consideration to the following criteria:

- Community needs and breadth of interest
- Relation to library collections, resources, services, exhibits and programs
- Connections to other community programs, exhibits or events
- Historical or educational significance
- Treatment and selection of topic and content for intended audience
- Presenter expertise and/or public performance experience OR Presenter qualifications/reputation (in content area)
- Popular appeal
- Budget and staffing considerations

The library's philosophy of open access to information and ideas extends to programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources are not excluded from programs because of

Hooksett Library Programming Policy, Adopted January 30, 2023.

possible controversy. Performers and presenters will not be excluded from consideration because of their gender identification, race, ethnicity, religious beliefs, sexual orientation, socioeconomic status, physical ability, or age.

The Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

Programs sponsored and co-sponsored by the library will be informational, educational, or recreational supporting the Library's mission and goals. Programs that intend to politically recruit, proselytize, or are commercial in nature and intend to solicit business are not permitted.

Requests for programming may be submitted to the Library via email to the Adult and Information Services Librarian or the Youth Services Librarian respectively. Requests or offers for programming from outside the organization will be assessed using the same criteria as outlined above.

Program Attendance

Attendance at library programs is generally free, but the Library may charge a small fee to cover the costs of supplies or classes offered by the Library. The library may permit the sale of books written by speakers or other materials created by presenters in conjunction with a library-sponsored program. All plans to sell or distribute items must be arranged in advance and approved by the Library staff responsible for the program. Program presenters are responsible for the handling of all sales.

For programs requiring the payment of a supply fee, the payment must be made 3 days prior to the event. If a supply fee is not received 3 days in advance and there is a waitlist for the program, the patron's registration will be canceled.

For programs where the size of the audience impacts the experience of the attendees, the program will be limited to Hooksett Library cardholders only and will require registration.

Participation in Library programs implies acceptance of the Patron Behavior Policy and Unattended Children Policy. Failure to follow said policies may result in immediate removal from a program.

The Library reserves the right to set age limits for programming based on the suitability of the program's content. The responsibility of a child's attendance at a Library program rests with the parent or guardian of a child. Per the [Hooksett Library Child Safety Policy](#), no child under the age of 11 will be left alone at a Library program, unless explicitly stated as allowable in the program description. All

program attendees must adhere to the [Library Code of Conduct Policy](#) or will be removed from the program.

The library reserves the right to use video or photographs taken of program participants for internal use, evaluation purposes and for use in library promotional outlets. Participation in library programs indicates participants' willingness to be photographed. *If you do not wish to be included in library photographs or video, please notify the Library Director or an attending staff member at the event.

Library programs are promoted through a variety of venues including, but not limited to, the library website, Library email newsletters, social media channels, newspapers, and flyers.

The Library Director is responsible for the final approval of all Library programming and the execution of this policy and exceptions therein. Requests for review of a programming decision can be initiated by completing the [Request for Reconsideration of a Library Resource Policy](#).