

KNOXVILLE PUBLIC LIBRARY POLICY ON LIBRARY PROGRAMMING

The Knoxville Public Library will provide programming to further our mission of promoting an educated citizenry and enriching personal lives. These programs are provided to help meet the educational, informational, cultural, and recreational needs of the residents of the community.

Programming is provided to appeal to citizens of all ages but individual programs may be designed for a specific audience based on age. Programs targeting a specific age group will be promoted as such. All library programs are open to the general public. The library is handicapped accessible.

Guidelines for Selection and Presentation of Library Programs

- Library-initiated programs will provide for the “interest, information, and enlightenment of all people of the community the library serves” as outlined in the American Library Association’s *Library Bill of Rights*.
- While some programming will be generated internally by library staff using library resources or with support of the Friends of the Library, the library will also incorporate cooperative programming with other agencies, organizations, and educational institutions capitalizing on existing knowledge and expertise.
- When grant-sponsored programs are held, dictates and rules of the grant will be followed.
- Library program presenters who are affiliates of commercial enterprises may provide general knowledge without direct promotion of a business enterprise resulting in potential profit.
- Library programming shall not exclude topics or speakers because they may be controversial. Acceptance of a program does not constitute endorsement by the library of the individual or group presenter’s policies or beliefs.
- No fees will be charged to people attending library programs except with the approval of the library director. The only items that may be sold to the public are books, recordings, or works of art created by presenters. Fundraising and sales are permitted only with prior administration approval. The performer or his/her associate must handle the sale of these items.
- The Knoxville Public Library welcomes individual and corporate support and community partnerships in the form of monetary donations, supplies, and refreshments to the library. If refreshments are provided, logo cups/napkins may be used if donated by a business.
- The Knoxville Public Library will provide off-site outreach programming to ensure equity of access and service to all patrons. These programs could include story-time events at local preschools or presentations to community groups or organizations for the purpose of providing or promoting library services.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.

- Attendance may be limited when the number of participants reaches the room capacity established by the Knoxville Fire Department.
- Programs designed for a general audience have no age restrictions. Programs designed for specific audiences may have attendance restrictions or requirements based on age.
- It is the sole responsibility of parents or legal guardians to guide their children's use of the library and its resources and services.
- The library reserves the right to use video or photographs taken of the program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.
- Library programs or classes may be cancelled for several reasons including cases of severe weather, presenter conflict, or low registration numbers. Staff will make efforts to inform the public of program changes.

The Knoxville Public Library promotes its programming opportunities through local media including the local newspapers, local radio station (KNIA/KRLS), and through posters and bookmarks, social media postings, city website, and the library web page. Presenters may not publicize their programs without approval of the Library Director.

Approved by the Library Board of Trustees

Date: October 21, 2015

Reviewed and approved

Date: September 19, 2023