

## Library Programs

The Cutchogue New Suffolk Free Library supports its mission to inspire lifelong learning, advance knowledge and strengthen the communities of Cutchogue and New Suffolk by developing and presenting programs that:

- Expands the Library's role as a community resource
- Introduces patrons to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library
- Encourages partnership with the Friends of the Library, other libraries, community agencies, organizations, educational and cultural institutions, and individuals to present co-sponsored public programs

The Library's program coordinators use the following criteria to make decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Presentation quality
- Presenter background/qualifications in content area
- Relation to Library collections, resources, exhibits and programs
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Treatment of content for intended audience
- Availability of program space
- Budget

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. If space restrictions or program requirements limit attendance, preference is given to patrons of the Library. A fee may be charged for certain programs.

The Library's philosophy of open access to information and ideas extends to Library 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 possible controversy.

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. Library staff who present programs do so as part of their regular job and are not hired as outside contractors.

Programs may be held on site at the Library, or off site. Any sales of products at Library programs must have prior approval by the Library Director. Programs are not to be used for sectarian religious instruction, religious worship, to proselytize, for political agendas, for fundraising events or for the advancement of profit-making enterprises. All independent contractors must complete the Library's *Independent Contractor Program Contract* and return it to the Program Coordinator before approval may be given.

Programs may be cancelled due to severe weather, absence of the presenter or low registration.