

PROPOSED POLICY

PROGRAMMING POLICY

City of Leander Public Library – 8-2019

Statement of Purpose

Leander Public Library supports its mission of being a gathering space for the cultural and civic life of our growing community, one that promotes literacy and a love of reading, by developing and presenting programs that provide opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Promotes literacy and well-being for all people
- Provides entertainment
- Provides opportunities for lifelong learning

Statement of Responsibility

Ultimate responsibility for Library programming rests with the Leander Public Library Director, who, in turn, delegates the authority for program management to Youth Services and other designated Library staff. Programs are planned three to twelve months in advance of anticipated presentation.

Citizen Program Proposals

The Library welcomes customer's ideas concerning programming and has a process to seek, review and select outside proposals for program presentations (see Citizen Program Proposal Form). Reviewing any such external and/or internal programming proposals within the context of planned activities, library staff utilizes the following criteria in making decisions about program topics, speakers, and accompanying resources:

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

Programs Conducted by Outside Resources

- A. The Library may draw upon other community resources in developing programs and partners with other community agencies, organizations, educational and cultural

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institutions, or individuals to develop and present co-sponsored public programs as applicable. Professional presenters that reflect specialized or unique expertise may be hired for Library programs. Presenters will not be excluded from consideration because of their origin and background.

- B. All outside presenters will need to undergo a City Background check or equivalent when presenting a program (free or fee) to children/youth under the age of 18. (Equivalent meaning a comparable background check from another source within the previous 12 months).

Background Checks are essential for:

- Public safety and confidence
- Limitation of liability
- Protecting vulnerable populations
- Customer assurance
- Fraudulent credentials

All program presenters conducting programs with children/youth shall submit adequate information to allow the City to conduct these checks. Presenters who refuse permission to conduct these checks will not be accepted for their services.

When the background check is completed, the Library Director receives a copy of the applicant's criminal history record. If the criminal background record check discloses an adjudication or conviction for any of the below-listed offenses, the presenter shall automatically be disqualified from program presentation:

- child abuse
- sexual abuse of a minor/adult
- sexual assault
- causing a child's death
- neglect of a child or any other individual for whom the potential volunteer had/has responsibility
- kidnapping
- murder
- manslaughter
- felony assault
- prostitution
- identity theft
- burglary/aggravated robbery
- terroristic threats
- stalking
- drug offenses with the intent to deliver
- arson
- indecent exposure/public lewdness

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- child pornography
- criminal sexual conduct

A presenter's failure to disclose pending charges shall result in forfeiture of program presentation. Background Checks will be kept on file for future use for a period of one year.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming and not subject to additional background checks.