



Programs Development Policy

Effective Date: January 21, 2026

I. POLICY OVERVIEW/DESCRIPTION

In support of the mission and values of the Kellogg-Hubbard Library, the Programs Development Policy serves as a guide for the selection and coordination of a diverse and robust schedule of library sponsored community programs that reflect and represent people in the communities we serve. This policy establishes roles, responsibilities, and a process for addressing Library patron concerns about programs. The Director of Library Services will maintain program development procedures and forms supplementary to this policy. For programs not sponsored by the Library, please see our *Meeting Room Policy*. The Library does not endorse or take responsibility for programs taking place in the building or on the grounds that it does not sponsor.

II. OBJECTIVES

The Library strives to meet the educational, recreational, cultural, and informational needs of our community members through maintaining a comprehensive and diverse roster of programs for all ages and interests. The Library also strives to reflect the unique communities it serves through a commitment to programs with local interest. We develop, coordinate, and offer programs in support of the goals and objectives in our Strategic Plan.

All Library programs are open to the public. For fundraising, some library events or elements of events may come with a fee.

III. ROLES AND RESPONSIBILITIES

The Director of Library Services oversees the development and coordination of all Library sponsored programs and programmatic work carried out by Library staff. As a public library, all our programs should appeal to a population in our community, but not every program will appeal to every population.

The following criteria are considered when creating and reviewing programs:

- Relevance to community interests or issues
- Quality, accuracy, authenticity of the information presented
- Scope or availability of similar programming in our service area offered by other organizations
- Expertise of the program host
- Feedback from other Libraries who have hosted the program
- Local, historical, educational or entertainment significance
- Budget and space constraints



No single criterion justifies a program; we consider all the criteria in reaching a decision. Program attendance is always voluntary; no person or group of people are ever required to attend library programs.

The Library sometimes livestreams, records or photographs or partners with local organizations that livestream, record or photograph Library sponsored programs. The Library will not record or store programs without the presenter's permission. We may photograph library programs for the purpose of publicity or institutional records.

IV. SUGGESTIONS AND REQUESTS FOR RECONSIDERATION

Suggestions from Library cardholders in good standing are welcomed and will be subject to the Library's selection criteria. Library cardholders in good standing may request that a program be reviewed before or within four weeks after it is offered to ensure it complies with our selection criteria by submitting a completed *Request for Program Reconsideration* form. The Director of Library Services will consider each request relative to this policy, staff input and other appropriate sources. The Director of Library Services will respond in writing to the individual making the request within two weeks. If the individual making the request is not satisfied with the response, they may appeal in writing within four weeks to the Executive Director who will review the request and make a final decision. While the program is under review, it will not be canceled, moved or postponed on account of the request. Once a program has been evaluated under the reconsideration process, it may not be challenged again for one calendar year. *Request for Program Reconsideration* forms will be retained as required by our *Records Retention Policy*.

Related Document: *Request for Program Reconsideration Form*

V. REVISION HISTORY

This policy supersedes any Library policies and practices in existence prior to its effective date.

Date	Revision #	Modification
2026-01-21	0.0	Policy written and approved by the KHL Board of Trustees.