



Section of Policy Manual: Services	Policy No. : SER-13
Subject: Programming	Policy Approval Date: October 11, 2018
Year of next review: October 2022	Last Review/Revision Date: Replaces Policy #34 Library Programs

Section 1: Purpose

The Gravenhurst Public Library strives to provide relevant and enjoyable programming for the public. Programming supports GPL's mission to stimulate imagination and inquiry. Programming provides information, invites public discussion, encourages curiosity and creativity, and promotes literacy and reading. Programming also promotes the library's services and resources. As such, GPL provides various types of programming for groups of all ages.

Section 2: Definition

Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

Section 3: Responsibilities

1. The Gravenhurst Public Library will:
 - a) Make available a wide spectrum of opinions and viewpoints.
 - b) Select programs based on the interest and need of the community of Gravenhurst.
 - c) Use programs to promote interest in and the joy of reading.
 - d) Make programs available free of charge. The exceptions are: special programs where there is a substantial cost and no grant monies are available to run the program; or in the case of fundraising events held to benefit the library.
 - e) Limit program attendance based on safe use of space or when success of a program requires it.
 - f) Make programs open to all, based on a first come, first served basis, either with advanced registration or at the door.
 - g) Not offer programming that is solely commercial in nature.



- h) Regularly evaluate the planning and delivery of library programs. (Appendix A: Preprogram Planning Form and Appendix B: Program Evaluation Form).
 - i) Make available a process for user feedback and expressions of opinions/concerns about programs (Appendix C: Sample Survey for Program Participants).
2. The Gravenhurst Public Library may:
- a) Offer programs for children, young adults, adults and families.
 - b) Participate in cooperative programs with other agencies, organizations, institutions or individuals.
 - c) Sponsor programs in the library facility or at other locations outside of the library.
 - d) Promote programs through social media, flyers, newsletters, news releases and the library's website.
 - e) Allow presenters to display products or books for purchase.

Related Documents

Gravenhurst Public Library Policy **SER-02 Children's Services**
Gravenhurst Public Library Policy **SER-03 Teen Services**
Gravenhurst Public Library Policy **SER-06 Adult Services**



Appendix A Pre-Program Planning Form

1. Name of the program: _____
2. Targeted audience for the program: _____
3. Date and time of the program: _____
4. Explanation for date and time of the program:

5. Brief program description:

6. How does this program meet the community's needs?

7. Based on similar programming attendance, how many patrons might be expected to attend this program? _____
8. Do patrons need to register for this program? _____
9. Which section of the strategic plan does this program relate to?

10. What are the goals of the program? What do you want patrons to learn or take away from the program? _____

11. Is there prior knowledge that patrons should have before attending the program? If so, how will staff ensure that patrons have this knowledge?

12. How will this program be promoted?

Name: _____ Date: _____

Appendix B



Program Evaluation Form

1. How many people attended the program? _____
2. How were the goals of the program met/ not met?

3. How were the date and time of the program successful/unsuccessful?

4. Did patrons benefit from the program in ways that were foreseen? Please explain.

5. Did patrons benefit from the program in ways that were unforeseen? Please explain.

6. Was patron feedback positive? Were there any constructive comments that could be used to improve the program?

7. Will the program be run again?

8. If the new or existent program will be run again, are there any improvements that could be made?

Name: _____

Date: _____



Appendix C

Sample Survey for Program Participants

1. Did the date and time of this program work well with your schedule? If not, what date and time would have been better, and why? _____

2. Why did you attend this program? _____

3. How did you hear about this program? _____
4. What were your expectations entering this program? _____

5. Did this program successfully meet these expectations? _____
6. Did you learn anything unexpected? If so what did you learn? _____

7. Did you have a favorite part of the program? If so please elaborate.

8. How can we improve this program or similar programs in the future?

9. Would you attend this program or a similar program in the future? Please explain why or why not.

Thank you for your time ☺