

PROGRAMMING POLICY

The Monroe Township Public Library endeavors to establish an environment in which learning and personal growth are encouraged, nurtured, and supported by developing and presenting program opportunities for patrons of all ages and backgrounds so that they may learn, explore, and connect with others. Programming, which is an integral component of library service, is designed to ensure that library program offerings are of high-quality, relevant to the needs of the community, and consistent with the library's mission and objectives.

PROCEDURE:

All proposed programs shall be reviewed and approved by the Library Director at least four weeks prior to the event.

All co-sponsored and/or facilitated programs should have sufficient advance publicity and promotion (such as posting to social media, web sites, free newspaper public service listings or posters and/or flyers) to make the general public aware of the event.

GUIDELINES:

Programs may generally be scheduled at any time during normal Library hours and must conclude no later than 8:30 p.m. Monday through Thursday and 4:30 p.m. Friday through Sunday; however, exceptions may be made with the approval of the Library Director.

Programs should be scheduled during morning, afternoon and evening hours to enable people with different schedules to attend.

Programs should be varied in terms of subject content and activity, be of general interest to the community, involve the pursuit of knowledge and/or culture, and be educational, thought-provoking, and/or entertaining.

Programs should appeal to patrons of all ages.

Programs should be offered in multiple formats, including in-person, virtual, and hybrid.

Programs may not be offered by a commercial business to promote its products or services. However, this restriction does not apply to published authors speaking about their books or musical performers performing their music. They may sell copies of their books or CDs after the presentation, as long as said purchase is not required to attend the presentation.

All programs shall conform to prevailing community standards and shall not contain any obscene or pornographic material. Programs shall not present political or religious viewpoints, except in a historical context. The Library Director may stop or end any program not conforming to these requirements or any other aspect of the Library's Programming Policy.

Programs may be co-sponsored or facilitated by Library staff, the Friends of the Library, Library Foundation, and/or the Library Board of Trustees; however, the final responsibility for programming rests with the Library staff.

The views and opinions expressed in library programming do not necessarily reflect the position of the Library staff, the Friends of the Library, Library Foundation, or the Library Board of Trustees.

ADMISSION & FEES:

All programs shall be free and open to the general public, except if otherwise noted.

Library staff, the Friends of the Library, Library Foundation, and/or the Library Board of Trustees may conduct programs to which an admission fee may be charged to defer expenses and/or to raise funds.

Attendance at all in-person programs is limited to available room capacity on a first-come, first served basis. Some programs and events may require advance registration, if space is limited.

No advance ticket purchases are required, except for programs involving admission fees.

MOVIES:

Movies may be shown if rated:

- "G": All ages admitted.
- "PG": Parental guidance suggested.
- "PG-13": Parents strongly cautioned; some material may be inappropriate for children under 13.
- "R": Restricted; under 17 requires accompanying parent or adult guardian.
- Unrated movies released before 1960 and network television programs may also be shown, and may carry a disclaimer when and if appropriate, such as "Not recommended for children under 12".

Public display of movies and/or videos requires a public performance license.

Adopted March 20, 2017

Revised April 16, 2024