

## PROGRAM POLICY

The Middle Country Public Library supports its mission by providing access to a wide range of programs that meet the needs of a diverse community and by developing Library programs that offer opportunities for learning, education and entertainment. Programming is an integral component of Library service that provides the following enhancement to the Library's offerings:

- Introduces attendees to Library resources and materials
- Provides opportunities for lifelong learning
- Raises the awareness and visibility of the Library to the community
- Expands the Library's role as a cultural and community center
- Extends outreach for underserved populations
- Provides entertainment

Librarians will use the following criteria in making decisions regarding program topics and speakers:

- Community needs and interests
- Relationship to Library collections, resources, services and events
- Historical or educational significance
- Connections to other community programs, exhibits or events
- Presenter expertise and/or public performance experience
- Presentation quality
- Budget
- Availability of space

The Library is committed to being a sustainable community center and is a member of the Sustainable Libraries Initiative. As such, we consider the "Triple Bottom Line" of environmental stewardship, economic feasibility, and social equity as an additional criterion in all of our programming decisions.

Unsolicited offers from individuals and organizations to present programs will be evaluated under the same considerations used when planning library programming. Such programming opportunities should further the mission, vision and values of the Library as outlined in this policy.

Library programs may not be used for commercial or partisan purposes, or for the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes. Library staff will obtain permission from a parent before photographing children or teens.

Registration is required for planning purposes or when space is limited. Registration will take place online at [www.mcplibrary.org](http://www.mcplibrary.org), in person at Centereach or Selden or by calling (631) 585-9393. Programs may be held on site or at an off-site location.

We do maintain waiting lists in the event a patron needs to cancel. In that case, patrons on the waiting list will be called in the order of placement on each waiting list.

Should the Library need to cancel a program/event due to weather conditions or other unforeseen circumstances, the Library will be under no obligation to make up the missed event.

#### Registration Requirements:

- A valid MCPL library card for each patron (adult, teens and children) is required at time of registration.
- Patrons can register another patron if they possess that patron's library card.
- Caregivers who live in the district may register an out-of-district child that they care for with the caregiver's MCPL library card.
- Patrons must be 14 years or older to attend Adult programs, unless otherwise noted.
- Registration is non-transferable.
- Fee-based programs require payment within three days of registration or registration will be cancelled, unless otherwise noted.
- Program fees are not refundable.
- High demand library programs may be limited to district residents, as determined by the Library Director or his/her designee.
- Out-of-district patrons with a valid card from their home library may attend specific programs designated as open to out-of-district in the MCPL Quarterly.
- Registrations for children must be completed with their own MCPL card. Library cards are available to children beginning at birth. Caregivers registering for out-of-district children must use the caregiver's MCPL card to register.
- For family programs and performances, one MCPL card can hold multiple spots in the program (i.e. Family Programs, Sunday Performance, etc.).
- For the most up-to-date registration and program information, patrons should visit [www.mcplibrary.org/programs](http://www.mcplibrary.org/programs) or call (631) 585-9393.

#### Program Fees:

The Library will charge fees for programs in the following circumstances:

- Materials of significant cost are used to produce an item which becomes the personal property of the participant.
- Participants receive print or non-print educational materials which become their personal property.
- The program is a trip that involves a specific cost for transportation, meals and/or admissions for each participant.
- Participants receive an attendance or completion certificate which can be used for their personal benefit.
- Patrons that arrive late may be turned away. We will do our best to accommodate late arrivals, but please be aware that tardiness of 15 minutes or more will result in cancellation of your registration.
- Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event.

Extenuating circumstances may prompt patrons to request a refund of fees. All refunds must be approved by the Library Director or his/her designee. Approved refunds will be issued by check after the next library Board of Trustees meeting.

#### Trips:

- Patrons may register themselves and one guest.
- Patrons under the age of 18 must be accompanied by an adult.
- Out-of-district registration will take place 10 days after in-district registration, space permitting.
- All trips depart at the scheduled time and will not wait for late arrivals.
- Our contracted bus companies must comply with US Department of Transportation Hours of Service regulations, which may result in the group ending a trip earlier than expected. Bus drivers are not able to deviate from the approved itinerary and route.

#### Guidelines for Children's Programs

##### Registration and Attendance:

- Programs are often planned to accommodate a limited number of children. This is done to ensure that children receive the attention warranted and benefit from the activities in the program as well as limited space and materials.
- Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of that age. Please understand that limitations are important and are implemented for the benefit of all the children.
- Educational Resource Center (ERC) library card holders may only register for designated ERC programs.
- Patrons that arrive late may be turned away. We will do our best to accommodate late arrivals, but please be aware that tardiness of 10 minutes or more will result in cancellation of your registration.
- Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event.

##### Parental Supervision during Library Programs:

- Parents or caregivers of children of preschool age or younger are required to remain in the program with the child. Parents or caregivers of children in Kindergarten through fifth grade are required to remain in the Library while their child is attending a program.

#### Guidelines for Teen Programs:

- Teen programs are designated for Middle Country Public Library card holders in the 6th-12th grade.
- Friday Night Teen program participants are required to follow the teen Friday night *Rules of the Room* and sign a Parent/Teen Contract along with a parent or guardian stating they understand the rules in accordance with library policy.
- Select teen programs may be offered at off-site locations. Any teen trips scheduled off-site require a permission slip to be signed by a parent or guardian.
- Teens with a valid Middle Country Public Library card meeting specific age requirements for each volunteer program can register for and participate in teen community service offerings.
- Buddy volunteer programs require teens to register for and attend one session of the "Buddy Training Program" to be eligible to participate.
- Select community service programs and clubs require teens to complete the application process.

Circumstances Not Covered

The Library Director or his/her designee will resolve any circumstance not specifically covered above.

The Middle Country Public Library welcomes people with disabilities to participate in our programs to the extent the Library is able to provide an accommodation necessary to allow for participation.

*Adopted July 21, 2021 by the Board of Trustees of the Middle Country Public Library.  
Revised October 16, 2024*