

Salisbury Free Public Library Programming Policy

The mission of Salisbury Free Public Library is to promote community through information, education, dialog and celebration.

Programming supports the library's mission to fulfill educational, informational, cultural and recreational needs of the community by offering opportunities for exploration, lifelong education, community engagement and access to technology.

Director and staff are encouraged and expected to be creative and innovative to meet community needs. Programs incorporate a variety of interactions, such as one-on-one engagement, small group discussion, hands-on activities and large programs and events. Programs may be staff-led, presenter-led, or participant-led (i.e. self-directed) and either in- person or remote.

Programs should stimulate use of the library resources by new as well as established library users. Classes and events provide a unique opportunity to market and promote library services. The purpose of individual programs is determined as part of the planning process, i.e., the audience (age, demographics and size), community needs, content, learning objectives and outcomes. Salisbury Free Public Library is committed to being a sustainable community center. As such, we consider environmental stewardship, economic feasibility, and social equity in all of our programming decisions.

Criteria

The following criteria are used in planning library-sponsored programs:

- Alignment with library mission
- Promotion of library collections and resources
- Timeliness and relevance of topic to community needs and interests
- Availability of funding
- Availability of adequate space
- Promotional opportunities and constraints

- Presenter background/qualification in content area
- Treatment of content for the intended audience
- Connection to other community activities

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content or the views expressed by participants or speakers.

Location

In-person programs may be held at the library or off-site, either indoors or outdoors. Remote programs may be live (e.g. using Zoom or Facebook Live) or recorded and presented via a platform such as the library's website or social media.

Presenter Agreement

Agreement to lead the program or perform the event should be received in writing from the leader/performer by the director either by email or on a Presenter Agreement form, with agreed upon payment for services when applicable.

Registration

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. Programs may be held on-site, off-site or online. A fee may be charged for certain types of Library programs including fees to cover the cost of materials that participants keep. Refunds for such fees shall be provided if the program is cancelled, rescheduled, or in special circumstances, as approved by the director.

Evaluation

Surveys are distributed to participants after programs when there is a need for evaluation of program content, leader and/or promotion.

Approved by the SFPL Library Board: April 20, 2026