

# VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • [www.valleycottagelibrary.org](http://www.valleycottagelibrary.org)



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## Programming Policy

The Valley Cottage Library ('the Library') offers programs and events for all ages in support of its mission to support and enhance the diverse needs of our community. The objective of library programs is to inspire learning, create possibilities and grow our community.

In agreement with the Library Bill of Rights, it is the intention of the Library to provide programs to our community without prejudice to the full and free expression of ideas. Presentation of a program topic does not constitute an endorsement by the Library of the group's or individual's policies or beliefs. The Library strives to include a variety of programming options that represent diversity of genres, formats, ideas and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our community. Library programming will not exclude topics, books, speakers, media and other resources because they may be perceived as controversial. The Library is not obligated to present multiple or opposing viewpoints within any one program or series. The Library believes it is in the rights of the patron to determine which programs are appropriate for their attendance or for the attendance of minors in their care.

Library programs include, but are not limited to, lectures, displays, exhibits, community forums, performing and visual arts, participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations and presentations for social, cultural, educational or entertainment purposes. Library programs may take place onsite at the library, off site at other locations, or online, and may be provided by library staff, volunteers or paid programming partners.

The 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.

### **Guidelines for Selection and Presentation of Programs**

Selection of library program topics, speakers, courses, classes and resource materials will be made by Library personnel based on the interests and needs of Library users and our community. Library staff may use, but are not limited to, the following criteria in program planning and co-sponsorship:

- Relation to the library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience

- Presenter background, qualifications and reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events.

The purpose of a program may not be purely commercial or for the solicitation of business. The presenter may leave business cards or provide contact information during the presentation should anyone be interested in purchasing items or services from the presenter. Recognizing that program attendees may wish to purchase items such as books or recordings of authors or artists the Library may permit the sale of such items. Arrangements must be made in advance regarding the sale of items and program presenters are responsible for the handling of all such sales including the collection of applicable tax.

The Library promotes its in-house programming through fliers, press releases, the Library's website, newsletter, social media platforms and other advertising venues. Self-promotion of a program by contracted presenters is not permitted without prior approval.

In accordance with the standards and requirements of the Americans with Disabilities Act, reasonable accommodations shall be provided to users including captioning, preferential seating, or assisted listening devices. Users needing accommodation should make their needs known upon registration to allow for implementation when practicable.

Library programs may be targeted towards a particular audience such as children, teens, or adults and limited to this audience. Attendance may also be limited based on room capacity, type of library program, supplies, or for other reasons and advanced registration may be required.

The Library cannot accommodate programs or events that are expected to exceed our room capacity.

The Library reserves the right to use video or photographs taken of program participants for internal use, publications, use in library promotional outlets, or for evaluation purposes.

The Library reserves the right to cancel programs. Rescheduling is at the discretion of the Library.

### **Virtual Programs**

The Library uses various third-party virtual meeting platforms such as Zoom, Teams, GoToMeeting, YouTube, Facebook and others in our program offerings. By following the program links provided by these platforms you may be providing some personally identifying information including, but not limited to, name, username, email address, browser information, location or password. The Library is not responsible for how third-party platforms collect or use your information. Users are encouraged to review the privacy policies of every third-party website or service that you visit or use including those third-parties with whom you interact through our library services.

Library programs in a virtual or online format may be live or prerecorded and hosted and/or presented by Library staff, paid presenters or volunteers. If the session is to be recorded, it will be

announced at its start. Participants in recorded programs shall have no expectation of privacy and the recording may be posted online at a later date for a limited period. Library staff and contracted presenters shall have a written agreement in place before a recording is posted online.

### **Request for Reconsideration of Library Programs**

The Library is not responsible, nor does it endorse, content presented in non-library sponsored room bookings. Concerns, questions, or complaints about library-initiated programs are to be made to the Director, or if desired, through a Program Reconsideration form. Library programs for which a reconsideration form is submitted will continue as scheduled pending review by the Board of Trustees.

In the absence of extenuating circumstances, the Board's decisions on reconsidered programs will stand for five years before new requests for reconsideration of the same program will be entertained.

Once a decision has been made, the person bringing the Request for Reconsideration to the attention of the Board will be notified in writing of the Board's decision through mail or email.

Requests for reconsideration of materials shall only be accepted by residents of the Nyack School District, or their representatives. No anonymous Requests for Reconsideration will be entertained.

Adopted August 21, 2024

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## Program Reconsideration Form

Date \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Person making the request represents: \_\_\_self \_\_\_organization (specify name)

\_\_\_\_\_

Program Name

\_\_\_\_\_

Presenter \_\_\_\_\_ Date of Program \_\_\_\_\_

Did you attend this program? \_\_\_\_\_ If yes, did you stay for the whole program? \_\_\_\_\_

What are your thoughts about this program, and what do you believe might be the result of this program? (Please be specific)

\_\_\_\_\_

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What action are you requesting the committee consider?

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Signature \_\_\_\_\_

Submit completed form to:  
Library Director  
Valley Cottage Library  
110 Route 303  
Valley Cottage, NY 10989  
c.blanchette@rcls.org