



POLICY: Library Programming and Use of Meeting Spaces

Purpose:

To establish rules and priorities for the selection, scheduling, and fees for programming, meetings, and the use of library spaces.

Statement of Policy: The Ilsley library seeks to host an variety of programs and meetings that span a wide range of genres, ideas, and expressions. The library's goal is to respond to the needs of the community and to reflect its diversity. The Ilsley library strives to ensure that its programs are of interest to and accessible to everyone in the community.

A. Ilsley Programs and Meetings Defined:

- I. **Library Programs:** These are programs that library staff plan and implement. These programs are free of charge and open to the public, with the exception of fund-raising programs to benefit Ilsley and library programs that are offered at locations where public attendance is not feasible; for example, Storytimes held at local elementary schools. Professional performers and presenters who offer specialized, diverse, or unique expertise may be paid to present library programs. These presenters shall be chosen for their proven expertise and public performance.
- II. **Non-Library Meetings:** These are meetings in designated meeting rooms that library staff do not design or present, and these meetings do not receive support from the library. If such a meeting is open to the public without charge, the library will not charge a fee for the use of the designated meeting room. No items may be sold at non-library meetings except books or recordings by presenting authors and musicians. Sales of these items must be planned and implemented by the artist or presenter, not by library staff.
- III. **Library-Sponsored Programs:** These are programs that library staff do not plan or implement, but these programs are consistent with the library's policies; receive support from the library (*e.g.*, by receiving staff assistance in planning and/or promotion, and/or benefitting from financial aid from the library); and are free of charge and open to the public. No items may be sold at library-sponsored programs with two exceptions: (a) the sale of books or recordings by presenting authors and musicians; and (b) items sold at the Friends of Ilsley Library book sales. Sales of items by presenting authors and musicians must be planned and implemented by the presenting artists and musicians, not by library staff.



All Library Programs and Library-Sponsored Programs may be held at the library, on-line, or offsite. Programs may require registration and if registration is limited, a waitlist may be established.

The library does not endorse the content of any program, meeting, or the views of any presenter or participant.

B. Selection of Programs:

Library staff select Library Programs and Library-Sponsored Programs, as defined above, using a variety of criteria, including but not limited to:

- A diverse range of viewpoints, cultures, and experiences;
- Relevance to the needs and interests of all members of our community;
- Fulfillment of Ilsley's mission to foster public dialogue, build community, and enrich lives;
- Presentation quality;
- Background and qualifications of presenter;
- Availability of space;
- Budget and staffing considerations; and
- Requests from individuals.

C. Use, Priority, and Scheduling of Ilsley Meeting Spaces:

Library meeting spaces are open to organizations engaged in educational, cultural, intellectual, charitable, religious, or political activities and shall be available on "an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use" ("Meeting Rooms, Exhibit Spaces, and Programs," American Library Association). The library shall control the time, place, and manner of use of its facilities, provided those arrangements do not discriminate against users' or presenters' origin, age, background, or views.

a) Fees for Community Meeting Rooms:

- Programs, meetings, or events that are free and open to the public may be reserved up to three months in advance. There is no fee.
- Programs, meetings, or events that are not free or are closed to the public may be reserved up to three months in advance. A rental fee of \$25 dollars



an hour will be charged, not to exceed \$75 for four hours. Individuals or groups may reserve the meeting room for a maximum of three programs a year unless the Director approves more.

b) Ilsley's Smaller Meeting Rooms are available when the library is open, without charge.

c) Timing of Meetings

- **When the library is open:** Small groups are invited to meet informally anywhere in the library as long as normal library activities and other patrons are not disturbed.
- **When the library is closed:** Meetings may be held only with the approval of the Director, who shall determine whether and how large a fee shall be charged to pay library staff to be present.
- **After Hours Events:** Areas of the library may be available, on a case-by-case basis, for private events after hours. These events can be arranged through library staff and approved by the Director.

d) Right to Appeal: Library users who think they have been unfairly denied use of a meeting room can address the matter with the Director. The Director's decision may be appealed to the Board of Trustees, whose decision shall be final.

e) Patrons who owe fees to the library shall not be denied access to Library Programs or Library-Sponsored Programs.

Definitions

"Ilsley," "the library," and all similar terms include Ilsley Public Library in Middlebury and Sarah Partridge Library in East Middlebury, as well as any programs offered outside their buildings, or on-line.

Sources

"Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>

"Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights", American Library Association, July 5, 2017.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI>

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybil>

I (Accessed August 7, 2018) Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952



"Meeting Rooms, Exhibit Spaces, and Programs", American Library Association, October 23, 2015.

<http://www.ala.org/advocacy/intfreedom/spaces> (Accessed September 4, 2018) Document ID: c37d826b-a166-c314-998b-1a2d38194a51

Adopted by the Ilsley Public Library Board of Trustees on May 4, 1999

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