

Library Programming Policy

The Kaukauna Public Library offers informational, educational, and entertainment programs for people of all ages. Programming at the library is reflective of the mission, vision, and values of the library.

Unless explicitly stated as an independent program in an event description, caregivers must remain with children under the age of six for library programs per our Unattended Child Policy. Adults over the age of eighteen (18) attending programs marketed specifically for youth (birth to 17) must have a minor in attendance with them to participate in a program, specifically in the space where the program is being held, unless the adult attending has a disability, which makes the programming developmentally appropriate for them.

Behavior during library programming is subject to the Appropriate Use Policy. Individuals who are disruptive or who demonstrate behaviors which violate the policy may be asked to leave library programming. Respect and courtesy of presenters is expected behavior while attending library programs.

The Library has a Photography and Film Policy, which does indicate that library staff may photograph and record programs and events for publicity and promotional purposes. When possible, the Library will ask participants in programs if they are comfortable being photographed or recorded. However, during large scale events, it may not be possible to ask permission. Those who do not wish to be photographed or recorded will have their wishes respected, but must inform library staff or the presenter of such wishes.

Library Programming Registration and Cancellation Policy

At times, the Library may require registration for programs. Registration may be enacted due to space constraints, performer/presenter requests, or the cost of supplies for the program. Registration is first come, first served. Registration can be taken in person, over the phone, or online from the website. Participants on the wait list may be added in timestamp order to the program registration list if there are cancellations.

Registrants of events must call the library or cancel their registration online at least four hours in advance of a program if they cannot attend, to allow the Library adequate time to notify members on the wait list.

Registrants that do not cancel prior, and do not show up, and registrants that cancel less than four hours before a program, may have their registration removed from future events if the no call/no show/no cancel happens twice in a row. Removal of participation from an event registration list is at the full discretion of Library staff.