



Library Program and Services Guidelines

Program Guidelines

The Lake Park Public Library (the Library) presents programs that are informational, educational, cultural, and recreational for residents of all ages. These programs are often presented in cooperation with local authors, experts, agencies, institutions, and other public and private resources. Programs are coordinated by Library staff and planned to meet the interests and needs of community members of all ages, and represent the wide range of ideas and views contained in the Library's materials collection.

The Library holds a variety of programs to:

- (1) expand the Library's role as a community resource
- (2) introduce customers and non-users to Library resources
- (3) provide entertainment
- (4) provide opportunities for lifelong learning
- (5) expand the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who, in turn, delegates the authority for program management to designated Library staff.

In planning programs, the Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- (1) community needs and interests
- (2) availability of program space
- (3) treatment of content for the intended audience
- (4) presentation quality
- (5) presenter background/qualifications in the content area
- (6) budget
- (7) relevance to community interests and issues
- (8) historical or educational significance
- (9) connection to other community programs, exhibitions, or events
- (10) relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing programs, and actively partners with other community agencies, organizations, educational, and cultural institutions, and individuals to develop and present co-sponsored public programs for programming.

All Library programs must be free and open to the public and are designed to encourage equal participation by all who might wish to attend. Therefore, the Lake Park Public Library makes it a practice to not present programs that involve a materials fee.

Program attendance may be limited based on age, especially programs intended for children and young adults that are geared to their interests and developmental needs.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of the program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first-come, first-served basis. Registration for programs may be done by calling or visiting the library.

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Programs may be cancelled due to weather, low registration, or the absence of the presenter. Cancelled programs may or may not be rescheduled.

The Library will offer virtual programming to reach a larger audience or adhere to social distancing directives when recommended by local or state authorities. These programs will utilize Library-approved virtual meeting platforms that patrons may use to access virtual programs from their own devices.

Virtual programs will be hosted via the Library's virtual meeting accounts. At least one designated Library staff member will act as a host. While hosting the virtual program, the host may mute attendees, lock the event after the program has begun, or remove participants due to violations of Library policy.

The Library reserves the exclusive right to record any or all virtual programs. Library staff will inform all program participants when the recording will take place. At the same time, to protect the privacy of all meeting attendees, the Library strongly discourages the recording of all virtual programs by any attendee, either on their local computer or via an external device such as a tablet or smartphone.

Attendees at all programs are expected to adhere to the Library's code of conduct while in attendance.

No individual or organization presenting a program at the Library is allowed to sell their product or service or collect the names, addresses, or phone numbers of attendees during their presentation or during their time at the Library.

Exempt from this are authors, filmmakers, or performers who come to speak about published books they have authored, perform songs they have recorded, or show a film they have produced. Before or after the presentation, the author, filmmaker, performer, or his/her representative may unobtrusively sell copies of the published or recorded work.

Presentation at the Library of any specific idea, strategy, financial plan, or investment does not constitute an endorsement. Organizations or business affiliations will be used by the Library in the promotion of programs. This does not constitute an endorsement, merely acknowledgement.

Services

The Library offers the community a number of services beyond the circulation of materials from its collections. These services include, but are not limited to, access to the internet and computers, answering informational (reference) questions, askhere@lakeparkflorida.gov, copier, curbside service, holds, interlibrary loan, meeting rooms, printing, scanning, and test proctoring. The Library partners with other organizations when providing some services, and certain services have associated charges, such as copying, printing, and scanning. Service availability is dependent upon equipment, space, staff, and the discretion of the administration. The Library does not guarantee the availability of all services at all times, although every effort will be made to accommodate users.

Reconsideration of Library Programs or Services

The Library recognizes that there will, from time to time, be citizen complaints or concerns about programs or services offered by the Library. Patrons, at any time, are invited to give their comments and criticism of the program or service, or parts of the program or service. If a patron wishes to submit a request for review of a Library-sponsored program or service, they may submit a Request for the Reconsideration of Library Displays, Exhibits, Programs, and Services. The form is available at the Library or through the Library's webpage. Once a completed form has been received by the Library Director, the process will follow the Request for Reconsideration of a Display, Exhibit, Program, or Service Policy.

Recommendation of a Program or Service

If a patron wishes to request or suggest a program or service be added to the Library, they may fill out the Library Program and Services Request Form. This form does not need to be filled out completely, but providing as much information as possible helps with this request.



Library Programs and Services Request Form

Please use this form to request a program or service be added to the library.

I want to have a _____ Library Program _____ Library Service added.

For a program:

What is the subject of the program? _____

Have you seen the program you would like to have added? _____ Yes _____ No

Title of program _____

Performer/Presenter/Organization involved in the program

What age group would this be appropriate for? _____

Why do you think it should be offered by the Lake Park Public Library?

For a service:

(Please circle)

This service involves Adults/Teens/Children/Seniors/ All Ages/Pre-K

I saw this service being used _____

Please describe the service

How will this service help residents?

Can we contact you for more information? _____ Yes _____ No

Name _____

Bar Code _____

Phone _____