

# Bozeman Public Library Programming Policy

## 1. Mission.

The Bozeman Public Library (“Library”) creates opportunities that inspire curiosity, exploration, and connection.

## 2. Vision.

The Library is the community cultural center that connects all Bozeman citizens to their neighbors and the world.

## 3. Purpose.

The purpose of this policy is to set criteria for Library staff when developing and designing the Bozeman Public Library’s programs. The Library staff create programs to encourage curiosity and civic social dialogue that includes the diverse interests and viewpoints of the community.

## 4. Program Policy.

Programs will not be excluded solely because of its origin, background, or viewpoint. Programs are non-commercial in nature, free to attend, and open to all.

Library programs may include, but are not limited to, lectures, community forums, technology programming, story times, book clubs, class visits, discussion groups, installations, exhibits, and presentations for cultural, social, educational, and entertainment purposes. As needed, the Library may require pre-registration for programs. The Library will make accommodations as required by law so that Library programs are fully accessible and usable.

**4.01. Criteria for developing and designing programs.** Staff may use the following criteria when developing and designing Library programs:

4.01.01. Alignment with the Library’s Mission and Strategic Goals.

4.01.02. Space availability, budget, and staff availability.

4.01.03. Currency and topicality.

4.01.04. Accessibility and availability of the information in the community.

4.01.05. Relevance to the needs and interests of the community.

4.01.06. Connection to the Library’s collections and resources, and other community programs, exhibitions, and events.

4.01.07. Expertise, qualifications, and background of presenters.

4.01.08. Age-appropriate designation and/or specific target audience for safety and liability precautions; and

4.01.09. Any other factors, after a case-by-case analysis, Library staff consider relevant.

**4.02. Collaboration with Other Agencies, Organizations, Individuals, and Businesses.** The library may, at its discretion, collaborate with other agencies, organizations, individuals, and businesses when planning program content. The Library may hire or partner with professionals, experts, or specialists to present the Library's planned programs. Performers and presenters will not be excluded from consideration because of their origin, background, or views. The Library will not exclude program topics, speakers, and resources from programs because of possible controversy. The Library does not endorse any content or views expressed in programs, by presenters, or by participants.

**4.03. Prohibited Programs.** Programs that are non-compliant with federal, state and local laws are prohibited. Programs used to promote private, commercial businesses; for religious solicitation; to promote partisan candidates or parties; or to promote political initiatives are not permitted. Vending or selling goods or services by third parties during programs is prohibited except when pre-authorized by the Library Director.

## **5. Patron Concerns.**

A patron may request a program reconsideration by submitting a written Request for Reconsideration (Appendix A), which is available online or at any public service desk.

The following steps will be taken after the Library Director has received a completed Request for Reconsideration form:

1. The Library Director will appoint a committee to investigate the Request for Reconsideration and review the request in relation to the Library's mission and Programming Policy.
2. The Library Director will respond to the patron in writing within 30 days of the submission of the Request form.
3. A patron can appeal the decision of the Library Director by notifying the Library Director in writing, within sixty (60) days of the Library Director's response and at least fifteen (15) days in advance of the next available Library Board meeting. If the next Library Board meeting is scheduled before the 15-day notice requirement can be satisfied, the appeal will be addressed at the following meeting. Any notice of appeal made after the 60-day deadline will not be considered.
4. At the Library Board meeting, the Library Board will hear testimony from the patron and the Library Director. Decisions on appeals are based on careful review of the objection, the program, and the Programming Policy. The final decision on appeals rests with the Library Board and will be an action item at publicly held Board meetings.

## APPENDIX A

### Request for Reconsideration

Library Program     Library Display

Other \_\_\_\_\_

Program Title: \_\_\_\_\_

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

Topic of Display: \_\_\_\_\_ Date of Display: \_\_\_\_\_

Request initiated by:

Street address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

I represent:  myself  organization/group, please specify:

\_\_\_\_\_

I attended to the program:  Yes  No  N/A

I have seen the display:  Yes  No  N/A

Describe your concerns regarding this program or display:

What action would you like the library to take?

\_\_\_\_\_  
Signature of requester

\_\_\_\_\_  
Date

Submit completed form to Library Director, Bozeman Public Library, 626 E Main St., Bozeman, MT 59715. These comments will be reviewed by the Library Director, and the requester will be notified in writing of the Director's decision.