



LIBRARY PROGRAM POLICY

OUR MISSION

Provide free and equal access to information, ideas, books and technology to educate, engage, and enrich the Stamford community.

OUR VISION

The Ferguson Library helps individuals and organizations achieve success in an effort to build a strong, vibrant, and inclusive community.

PURPOSE

The Ferguson Library provides a diverse offering of programs, workshops and classes for the Stamford community that enhance and complement our digital and physical collections.

DEFINITION OF A PROGRAM

A Library program is a free event, virtual or in-person, planned by the library staff for the benefit of those members of the public who attend. Programs may involve outside presenters, facilitators or performers and may be presented in cooperation with other partners.

ROLES AND RESPONSIBILITIES

The Library Board of Trustees delegates development, presentation and oversight of programs to the CEO and staff. Librarians are accountable for planning, scheduling and implementation of programs. The final responsibility for the library program is held by the CEO, but day-to-day responsibility is shared by librarians throughout the library that are professionally trained to curate and develop programs. Attendees are responsible for complying with the Library's Code of Conduct.

The Ferguson Library distinguishes between programs that are created or curated by librarians and those created by members of the public or community. Librarians are professionally trained to curate and develop programs. Those offered by members of the public or community are considered community-led, are not endorsed or cosponsored by the library and do not necessarily represent the views of the library. Community-led programs must still comply with the library's policies and procedures.

PROGRAM SELECTION

Factors that determine programming include but are not limited to:

- Relevance to community needs and interests
- Accuracy, authority, effectiveness, and timeliness of presentation
- Presenter background/qualifications in content area
- Inclusion of diverse points of view
- Meets one of the goals in the library's strategic framework
- Education or historical significance
- Relation to library collections, resources, exhibits and programs
- Ability to partner with other community organizations
- Budget
- Availability of program space

PROGRAM DEVELOPMENT, COORDINATION AND SUPERVISION

The Ferguson Library offers programs which are timely or have educational value. Programs provide opportunities for voluntary inquiry and the dissemination of information and ideas to promote free expression and free access to ideas by residents. Programs are provided for the interest, information and enlightenment of all residents. They represent a wide range of varied and diverging viewpoints and provide access to content that is relevant to the research, independent interests and educational needs of residents. In cases where an individual or organization might find them controversial, they can submit a request for consideration.

The Ferguson library programs are evaluated and made accessible in accordance with protections against discrimination set forth in section 46a-64 of the general statutes.

PROGRAM ACCESS

All Ferguson Library programs are free and open to the public, unless they are fundraising events. Advance registration may be required, which can be made online, in-person, or over the phone. Attendance may also be limited to age and grade level. For these programs, a child's parent, legal guardian or caregiver is solely responsible for determining the suitability of any program offered for their child. Any individual requiring accommodation to participate in a Library program should contact the library two weeks prior to the program (we will try to accommodate a shorter timeframe).

VIRTUAL PROGRAMS

The library offers virtual programs and adheres to the same guidelines as in person programs.

PROGRAM MATERIALS

Library program materials may be provided for the interest, information, and enlightenment of all residents

PROGRAM EVALUATION

The Ferguson Library may make use of several tools to evaluate programs, including but not limited to the Public Library Association's Outcome Measurement Resources, output measures, surveys, and feedback forms.

RESIDENT RECONSIDERATION REQUESTS

Stamford residents may request the library to reconsider a planned program by completing the attached form (<https://www.fergusonlibrary.org/form/request-for-reconsideration-of-l>). The library limits consideration of requests to reconsider programs to individual residents of Stamford. The library Staff will review the request in relation to the library's mission and program criteria and will present their recommendation to the Library CEO, who will review the request and reply to the user within sixty days of receipt of the request.

APPENDICES

Connecticut State Statutes Chapter 814c, Human Rights and Opportunities, Sec. 46a-63
[Discriminatory public accommodation practices](#)

[The Library Bill of Rights](#)

[The Freedom to Read Statement](#)

[The Freedom to View Statement](#)