



## Community Engagement, Networking, Outreach, and Programming Policy

Public libraries are encouraged by our State Libraries and professional associations to partner with other community organizations and businesses in order to create relevant library programs, understand the needs of our communities, and create relevant services. Smithton Public Library District staff may attend community meetings, serve on boards and coalitions, and partner with organizations and businesses to produce programs and resources within the library's mission to provide resources and services to support the educational, informational, cultural, and recreational needs of our community. Designated library staff may choose whether to produce or co-sponsor programs and participate in organizational opportunities at their discretion under the guidance and supervision of the Library Director, overseen by the Library Board, in accordance with the library's mission, policies, needs, time constraints, and budget. At times, library staff may need to limit their level of participation, and select which programs to host or co-host, within the parameters of those same constraints.

Opinions expressed or implied by program speakers or within program content do not necessarily reflect the viewpoint of the library itself, its staff, Board, or other stakeholders. Likewise, opinions expressed by library staff do not necessarily reflect opinions of the entire institution.

The library makes every effort to share accurate information, and professional advice may be offered as a public service. However, such advice is not an endorsement by the library, and the library is not responsible for any errors, omissions, or interpretations of information and/or advice garnered through library participation, nor for any actions taken in response to such advice or information.

Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely nature. Presenters may not directly solicit business before, during, or following the program, although cards and brochures may be left on display for attendees to pick up. Fundraising for a nonprofit project or organization may be an aspect of a program, but not as a price of admission or barrier to full participation. Likewise, an author or artist may be invited to provide books or artwork for sale in conjunction with a library program, but a purchase must not be required.

When the library sponsors or co-sponsors a program it must be free and open to the public (with some exceptions for cost-recovery). The library must be listed as a co-sponsor on all promotional material. The library has the right to produce and/or oversee program content and promotion, and to promote the program.

When a program is hosted on the library's online platforms the library will not share the names and contact information of program participants with partner organizations, but may share anonymous demographic information and responses. Partner organizations may request (but not require) personal information directly from participants on a voluntary opt-in basis.

The library reserves the right to publicly share, post, circulate, store, or discard recorded program content and associated ephemera within the parameters of contractual agreements, copyright limitations, and other applicable laws. Co-sponsoring organizations may link to, share, post, and circulate such recordings and

ephemera as well (in accordance with the above-listed parameters) for as long as the library maintains them. The library is under no obligation to permanently store content in any format.

The Smithton Public Library District streams and archives many programs online via various social media platforms. Those who participate in programs that are streamed (in whole, or in part) agree to allow all content presented to be broadcast and stored online (within the confines of the above-listed parameters). Presenters must ensure that all content presented (in person and/or virtually) is in compliance with public performance rights and copyright law. Presenters should be aware that sharing content online may be considered a form of publication.

All library programs are subject to being photographed, and potentially recorded. Any participant who wishes to avoid being photographed or recorded by the library and/or press, with photos and recordings potentially posted online or elsewhere, should alert the library staff member in charge of the program. The library will then make an effort to avoid taking or posting those photographs or recordings of that person if possible, and will attempt to communicate the issue with any known members of the press present at the program. However, the library is a public venue and all library events, regardless of location, are open to the public. In the age of social media, the library cannot guarantee that no one will post photos and/or recordings of people present at any public venue or event at any given time.

The library strives to provide inclusive and equitable access to diverse viewpoints and, in doing so, cannot promise to avoid controversial subject matter in any context. In the course of community engagement library staff are not expected to avoid participation in groups that engage with issues that may be “politicized” in public discourse, in the colloquial sense. Although library staff may learn about legislative issues and build relationships with legislators in the context of their work, they are prohibited from arguing for or against specific legislation while representing the library. While on the clock, or acting as a representative of the library, library staff are prohibited from attending political rallies and engaging in political activities; again, “political” is to be interpreted in the literal sense, rather than in the figurative, colloquial, or topical sense. However, staff are free to engage in such activities on their own time. In the case of political forums hosted by the library, all registered candidates must be invited to participate. Legislators and candidates are welcome to participate in library programs, but not to campaign or solicit campaign funds at or through the library individually.

All participants in library activities are expected to abide by the library’s Patron Conduct Policy as well as all other library policies, as well as local, state, and federal laws.

Adopted by the Smithton Public Library District Board of Trustees on October 21, 2021