

# LIBRARY PROGRAMS & EVENTS

## POLICY

History: REVIEWED BY LIBRARY BOARD OF TRUSTEES 2/12/02  
ADOPTED BY YUMA COUNTY BOARD OF SUPERVISORS 3/4/02

ID # : 0202

I. Definition of Library Programs:

An event that draws children, youth or adults to the Library District.

II. Purpose of Library Programs:

To promote use of the Library District by planned events that nurture a love of learning or reading, provide information on library resources or topics of community interest, or provide a cultural experience. To keep the Library District in the public eye.

III. Target of Library Programs:

All ages of Library District users - from babies and toddlers to retired adults.

IV. Types of Library Programs:

Storytimes, lectures, book discussions, concerts, films, summer reading programs, etc. Program types and topics vary. The Library District does not promote commercial products. An exception would be a Solar Fair or Energy Fair program where vendors are invited to show what products are available. If the Library District owns the public performance rights on a video, staff may use the video in a public program.

V. Library Program Presenters:

Staff, community experts, volunteers, or paid program presenters may conduct the programming. Most programming is done by staff or volunteer local experts. Only a small percentage of program presenters are paid: Arizona Humanities Council or the Yuma Community Arts Program arranged by Library District staff. Special one-time programs or series have been paid for by the Friends or other grants. For book signings, the Library District would require the author to donate two copies of the book and 15% of sales.

VI. Budget for Library Programs:

Branch Libraries and the Yuma Main Library have a small separate budget for supplies which are ordered in advance and approved by their supervisor. There is a line item for library programs.

VII. Library Program Planners:

Programs are planned by Library District Management Team members. Division Managers and Branch Supervisors work with Administration in planning of programs. Community input on program ideas is encouraged.

VIII. Promotion:

Program promotion is done at individual Branch Libraries and the Yuma Main Library. Staff may distribute flyers or make calls to interested groups, teachers, and patrons to promote programs. Media releases are sent by the staff at the Yuma Main Library or approved by the staff at the Yuma Main Library before submitting.

IX. Cooperation:

All Library District staff cooperate in program planning and implementation.