



Naples Library Programming Policy

The Naples Library supports its mission to provide all residents of its service area with a wide variety of resources, materials, technologies and educational opportunities in order to increase the knowledge of our community, satisfy curiosity, and create new readers. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming at the Library rests with the Director/ Manager, who administers under the authority of the Board of Trustees. The Director/ Manager, in turn, delegates the authority for program management and oversees this responsibility with designated staff.

The Director/ Manager utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- 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, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at the Library, or off site. Any sales of products at Library programs must be approved by the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

In the event of a Pandemic or at any time the Library Director or Board of Trustees deems necessary: All program attendees are required to wear a face mask or face covering, regardless of vaccination status, if recommended by the CDC or NYS.

After Hours Programming

After hours programming must be conducted by staff or a staff member must be present for the after hours programming.

Off-Site Programming

A first aid kit must be present during any off-site programming. The facilitator of the off-site programming must carry a cell phone in case of emergency.

Virtual Program Disclaimer

Naples Library provides some virtual programming so that we can remain connected with our patrons and continue our mission as stated above.

Please be advised that the Library makes no warranties and/or representations concerning the virtual programs. The decision to participate in the programs is an express consent on the participant's part to waive any and all claims against the Library which may result from said participation and hereby release and discharge the Naples Library from any and all liabilities.

Adopted by the Naples Library Board of Trustees October 21, 2020. Amended October 15, 2025.