

	POLICY: Programming		POLICY NO.: OP - 11
	CATEGORY: Operational	LAST REVIEW/ REVISION DATE: February 2026	SCHEDULED REVIEW DATE: February 2028

1. Purpose

King Township Public Library (KTPL) provides a wide variety of programs, according to established guidelines. This policy provides guidance to KTPL staff in the development of Library programs and informs the public about the principles and criteria by which programs are selected.

2. Definitions

For the purpose of this policy:

1. *Program* – defined as any activity (in-person or virtual) offered to the public that staff coordinate, facilitate and/or present.
2. *Partnership* – defined as a mutually beneficial collaboration between the Library and an external organization.
3. *Sponsorship* – defined as the Library’s involvement in and promotion of an external program. Sponsorship does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

3. Guidelines

1. King Township Public Library will develop and deliver programs throughout the year based on demand, and availability of space, staffing, and other resources. Program development will be linked to the Library’s strategic plan, service priorities, and community needs and interests.
2. The Library provides a wide variety of programming for the community within the following guidelines and purposes:
 - a. Make the Library a destination for discovery and experience, fostering innovation with a prioritization for STEM (Science, Technology, Engineering, Mathematics);
 - b. Support lifelong learning including literacy;
 - c. Make available a wide spectrum of opinions and viewpoints;
 - d. Design programs to meet the needs of all age groups within King Township;



- e. Promote the Library's services and resources;
 - f. Develop a strong community presence and strengthen partnerships;
 - g. Limit program attendance based on safe use of space, or when success of a program requires it;
 - h. Aim to complement, not duplicate, Township or community-initiated programs;
 - i. Strive for a balance between a community driven focus on traditional literacy themes and the evolving technology and multiple literacy experience.
3. The Library may allow presenters to display products or books for purchase at its sole discretion.
 4. The Library will market and promote events and programs as Library management deems appropriate. The Library will promote only the program and will not promote any associated business ventures.
 5. As per the Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries:

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable.

To this end, the Library may present programs that some individuals may find controversial. Library scheduling of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants but is rather an affirmation of the principal of intellectual freedom.

4. Program Delivery

1. Scheduling of programs is dependent on the availability and expertise of staff.
2. Programs may be presented by staff or experts in the community, making use of the skills and talents of a wide variety of individuals and organizations from our community.
3. Programs shall not be in contravention of federal or provincial laws and regulations, or municipal by-laws.
4. At the discretion of the Library, a parent or caregiver may be required to attend a program with their children.



5. The Library reserves the right to record any or all in-person or virtual programs. Library staff will inform all program participants when recording takes place. At the same time, the library wishes to protect the privacy of participants and discourages the unsolicited recording of any programs by any attendee.
6. The Library reserves the right to end any in-person or virtual program at the discretion of the programmer.
7. The Library reserves the right to cancel programs.

5. Community-led Programs and Presentations

Unsolicited offers to present programming by individuals or organizations will be evaluated by the same standards used by staff when planning programming. An individual or organization interested in providing a program may inquire through the Deputy CEO – Patron Experience. The inquiry will be considered based on the following criteria:

1. Suitability of the program proposed to the purposes of Library programming as set out in the Guidelines above.
2. Anticipated demand or needs of the community.
3. Current priorities and strategic direction of the Library.
4. Specialized nature of the program, outside the scope of Library staff.
5. Availability of suitable space and of staff time to manage the project.
6. Reputation, qualifications, and related experience of the applicant.
7. Priority of partnering with presenters located in the King Township and in York Region.
8. Priority of partnering with organizations with non-profit status.
9. Primary purpose of the program is beyond promotion of the presenter's business.
10. Attempts to provide a balanced and wide spectrum of opinions and viewpoints with no implied endorsement of said views by the Library.

6. Program Cost

King Township Public Library realizes the importance of programming for all ages. To ensure equal opportunity for everyone to attend library programs, every effort will be made to keep programs free of charge. The Library will absorb the costs of its programs through its operating budget.



However, if direct costs are incurred, a registration fee may be levied to recover these costs. All fees must be paid at the time of registration. A participant will not be considered registered until all fees are paid.*

*Children 2 and under are not required to pay a registration fee (unless otherwise indicated) for single event programs e.g. March Break events.

7. Refunds

Registration and admission fees are non-refundable, including where the program does not meet the expectations of the user, except under the following circumstances:

1. The participant experiences extenuating circumstances and cancels registration at least 24 hours before the program begins, or at the Library's discretion.
2. The Library cancels the program, in which case all fees will be refunded in full.

8. Evaluation

Formal and informal evaluation of all programs will be conducted on a periodic basis. Information gathered for evaluation may be acquired through the following means: survey, word of mouth, and comments from parents and/or participants.

9. Behaviour

1. Program behaviour management is the responsibility of the program presenter.
2. All participants are subject to and must adhere to the Library's Code of Conduct. A participant may be removed from an in-person or virtual program for inappropriate behavior.
3. Unwanted or unlawful sharing of disruptive, objectionable, or harmful material, including but not limited to, images or videos used as part of virtual backgrounds or shared via a virtual meeting platform's chat function is not permitted and will be shut down.
4. Removal may be temporary or permanent based on the recommendation of the program presenter and subject to review by the Library's CEO.

10. Liability

1. The Library does not assume responsibility for damages, personal injury, illness or theft arising from participation in any program, or in any facility, or location where a program is held.



2. The Library does not assume responsibility for the supervision of minors attending programs.
 - a. Parents and caregivers are required to attend programs for children less than 3 years of age, unless otherwise stated.
 - b. For programs for children ages 3 to 10, parents do not typically attend the program but must always remain in the Library building during the program.
 - c. The Library does not assume responsibility for children on Library property.
 - d. Parents and caregivers are encouraged to inform program facilitators if the child has any pertinent medical, physical or allergy issues.

Related Documents:

KTPL Code of Conduct

[Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries](#)

ORIGINAL DATE ADOPTED:	February 15, 2022	ORIGINAL MOTION NUMBER:	2022-02-05
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