

Policy Type: **Operational**

Policy Number: **O-15**

Policy Title: **Programming Policy**

Policy Reviewed: November 2021

Effective: January 2022 - December 2024

---

## 1. PURPOSE

1.1 The Windsor Public Library Programming Policy is intended to provide guidelines for the provision of library programs. Library programming provides information, invites public discussion, encourages curiosity and creativity plus promotes literacy and reading within the library.

## 2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act, R.S.O.1990, C.P44* as amended 2019, CH14, Sched.12, provides governance and management of public library services in Windsor, and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 The Windsor Public Library Board endorses the *CLA Statement on Intellectual Freedom* and takes no position on the views, ideas, or opinions expressed in library resources, services or programs.

2.3 The Programming Policy reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

**Windsor Public Library Mission Statement** “The mission of the Windsor Public Library is to enrich our community by providing access to resources that inform and entertain”

**Windsor Public Library Values Statement - Lifelong Learning and Literacy** “We believe the passion for reading and learning should be shared.”

2.4 This policy applies to all employees, volunteers and agents.

## 3. DEFINITIONS

**Programs** - are planned or coordinated in-branch library activities, events or presentations, available to the community, with a specific purpose “to read, learn and discover.” For example: Story Time, Seniors Book Club, Local History Lecture, class visits.

## 4. GUIDELINES

4.1 The Windsor Public Library Board considers programs to be an integral part of its mission and strategic priorities and strives to offer programs that compliment library services and collections. Library programs provide an alternate way for people to learn and obtain information, encourage participation in civic life and address the cultural diversity and recreational interests of the community.

4.2 The Windsor Public Library will:

- a) Make available a wide spectrum of program opinions and viewpoints;
- b) Select programs based on the interest and need of the community;

**Operational Policy**  
**O-15 Programming**

---

- c) Offer programs for: children, young adults, adults, accessibility customers, seniors and families;
- d) Use programs to promote interest in, and the joy of, reading and lifelong learning;
- e) Use programs to encourage an interest in science and new technologies;
- f) Make programs open to all, based on a first come, first served basis;
- g) Make available a process for customer feedback and expressions of opinions/concerns about programs.

4.3 The Windsor Public Library may:

- a) Participate in cooperative programs with other agencies, organizations, institutions or individuals;
- b) Co-sponsor programs in the library;
- c) Allow presenters to display products or books for purchase;
- d) Conduct programs in-person and / or virtually.