

## **POLICY 21: LIBRARY PROGRAMMING, FACILITY USE, AND DISPLAY POLICY**

Some programs may be designed with specific audiences in mind, i.e., Children's (ages birth - 5), Juvenile (ages 6- 11), Young Adult (ages 12 - 17), and Adult only (ages 18+) programs. Programs targeted toward specific audiences will be publicized as such.

Every attempt will be made to accommodate all who wish to attend a program, including patrons with special needs. However, when safety or the nature of the program requires it, attendance may be limited. When limits must be enforced, attendance will be determined on a first-come, first-serve basis by pre-registration. The Friends of the Library Community Room has a posted capacity of 50 as determined by the Clinton Fire Department.

Acceptance of a program topic by the library does not constitute an endorsement by the library of the group's or individual's policies or beliefs. Programs endorsed by the library will be marked as a Library program in publicity.

Unsolicited offers, including author events, from individuals or organizations to present programs will be evaluated by the same standards used by staff when planning library endorsed programs. All programs will be pre-approved by Library staff.

Where necessary, a performer may be asked to provide a copy of his/her certificate of insurance and a Form W-9 for tax purposes. Programs must be done for a non-profit or community service purpose. Library policy prohibits any solicitation for services or the sale of products while on Library property unless explicitly approved by Library staff. This excludes any individual or group who has paid a \$50.00 rental fee to use the Friends of the Library Community Room to host a for-profit event, and the use of the library facilities to hold the Friends of the Library Group's semi-annual book sales and any other Friends of the Library Group fundraisers.

All Library policies and procedures must be followed.

Programs must not interfere with normal library operations.

The Henry County Library prohibits the use of any type of tobacco, illicit drugs, marijuana and its derivatives, alcohol, or vaping anywhere on library property at any time.

Each display in the Henry County Library shall only include material classified for one age group: Children, Juvenile, Young Adult, or Adult. Only materials classified for children are to be displayed in the Children's area of the library.

Materials suitable for display in designated library areas are labeled as follows: Children's area: **Easies**= jE or JPB, Er, JWB, JBP, JLP, JLPV, j DVD or J DVD

**Juvenile**= JWB, JBP, JLP, JLPV, j DVD or J DVD, Rec j or Rec j [Fie] or REC J FIC, j Fie or j [Fie] or J FIC, JGN, j (Dewey Number) or J (Dewey Number), Juvenile magazines

Young Adult area: y Fie or Y FIC, Rec y Fie, Rec y (Dewey Number), YGN, Young Adult magazines

Adult area: CP, JP, DVD, Rec Fie or REC FIC, Rec (Dewey Number), (Dewey Number), GN, Fie or FIC, LP Fie or LP FIC, LP (Dewey Number)

Reference Area: Ref, magazines, newspapers

The LED sign is used for the display of Henry County Library activities, announcements, and events only. The Director is responsible for monthly updates and monitoring the use language. Under no circumstance is the public or any other organization given access to the sign.