

## **POLICY FOR LIBRARY PROGRAMS**

The library will offer programs to encourage the use of library materials for the enlightenment of people of all ages.

Programs offered on library premises under the auspices of the library will have limited registration as dictated by the nature of the program, space and staffing considerations. These considerations will include public safety and the educational value of the program.

Programs offered remotely via online means under the auspices of the library may have limited registration due to limits of the online subscription service utilized, due to the nature of the program or due to staff considerations.

Participation is limited to Washingtonville Central School District residents. Spaces remaining after registration closes may be filled by out-of-district. The library reserves the right to cancel any program due to insufficient registration.

All programs offered by the library will be free of registration charge. In some instances, materials fees may be charged or registrants may be required to provide their own materials.

All patrons are expected to follow the *Rules of Behavior for Use Of Library Facilities* and parents/guardians/caregivers must abide by the Library's *Unattended Children Policy* during library programs presented at the library.

### **No Shows / Cancellations:**

The Moffat Library understands that sometimes situations arise that prevent you from attending a program for which you have signed up. We respectfully request that you or a parent/guardian/caregiver (in the case of a children's program) call the library at least twenty-four (24) hours prior to the start of the program. To ensure fairness, patrons who fail to appear for three (3) consecutive programs without proper notification may be withdrawn from future participation in any program. If proper notice of cancellation is given, the patron will remain in good standing.

### **Children's Programs Policy Statement:**

The Moffat Library of Washingtonville provides children's programs to foster a love of books and reading. In addition, programs are designed to meet the educational, cultural, and recreational needs of children in our community. The nature of programs is fluid and will change depending on the needs of the community.

### **Children's Programs Guidelines:**

1. Programs are developed for a variety of age groups including babies through teenagers.
2. Registration is required for all programs at the library (unless otherwise stated).
3. The parent/guardian/caregiver must present a valid Moffat Library card when registering.
4. Programs and events are normally free of charge. Occasionally a fee is charged to cover a presenter or supplies. In these cases, the fee must be paid at the time of program registration.
5. The content of children's programs is age appropriate. Children must be the specified age by the first session of the program to take part in the program.
6. Every attempt will be made to include all who register. However, the Library may be constricted by staffing and/or space constraints. If there is high demand for a program, a second session may be added or a lottery system may be used.
7. If a child is repeatedly disruptive during a program, he/she may be asked to leave.
8. Parent/guardian/caregiver involvement is required at all programs for children under the age of 6.

*Adopted April 30, 1997  
Revised November 4, 2021  
Moffat Library Board of Trustees*