

Programs Portland Library

The Library strives to enrich the lives of Portland citizens by providing educational and recreational activities. Library programs will generally be held in the library. All library programs are offered free of charge to members of the public. This service will be expected to provide encouragement to non-users to visit the library, and to promote library services.

The library offers programs which are of interest to all age groups. Content of programs is based upon community needs and values. Feedback on needs and requests of users will be considered when planning library programs, whether delivered informally or through surveys and evaluation forms provided by the library.

Program development will be based upon staff availability and funding and will be supportive of the library's mission statement.

- The focus of library programs will be information or recreation, rather than personal services.
- Demonstrations that benefit attendees such as sampling food, or experiencing the benefits of a stress relieving technique, may occur.
- Presenters may be staff members, volunteers, or individuals who are contracted to provide a program or programs.
- Representatives of a for-profit entity may present on topics of expertise; sales during or in conjunction with the program are not allowed;
- References may be requested of presenters
- Presenters generally may not provide demonstration or promotion of a particular product or particular product line.
- Unsolicited offers to present programming will be addressed at the convenience of the library director; there should be no expectation of acceptance of the offer
- If the Library Director concurs with an offer, the director shall determine the time and date of the program in consultation with the presenter.
- All Library programs are open to the general public. Some programs may require pre-registration and may fill quickly. Programs are often planned to accommodate a limited number of participants. This is to ensure that all participants, especially those in youth programs, receive the attention they deserve and benefit from the activities in the programs, there. as space and supplies are limited
- Fundraising is not allowed

Names and contact information may be requested of program participants. This information shall be for library use only, in contacting patrons regarding programs.

Local media and Town communications systems will be used to promote library programs. Social media may promote programs and report on events after the events take place. When feasible, flyers will be distributed at appropriate venues within the community and/or region.

Outreach programming may consist of library staff speaking or promoting a library service at schools or meetings of community groups. Friends of Portland Library may present programs at the library and at other community venues.

Collaborative efforts to provide programs in conjunction with other town organizations and/or at community events will be expected to increase the library's exposure and provide wider service offering to residents.

The library will generally support book discussions held in the library or elsewhere in the community through obtaining multiple copies via interlibrary loan of any books that are not currently in heavy demand, subject to availability and with appropriate prior notice.

Youth Programming

Children and teen programs are planned by library staff that are trained and experienced in children's programming. All programs are designed to provide a pleasurable experience for children and to increase their exposure to reading and the library. In addition, programs with specific goals are frequently offered.

All children's programs are carefully planned to meet the developmental needs and interests of a particular age group. If a child demonstrates that he/she is not developmentally ready, the parent may be asked to withdraw the child from the program. For some programs, meeting specific age criteria is a requirement for registration.

Guidelines for youth programs

In order that as many children as possible may benefit from programs with limited "space", priority will be given to children who have not previously participated. If there are still openings after these children have been accommodated, children who are repeating the program may register.

When a program has limited capacity, first priority will be given to children either residing in Portland or in the care of Portland residents.

For preschool children's programs, parents may be asked to stay with their children during the program. Parents, guardians, or assigned caregivers must remain in the library during all programs for children preschool age and younger.

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Approved by the Library Board as revised April 20, 2017