

Portland Library

20 Freestone Avenue

Portland, CT 06480

860-342-6770

Programs Policy

The Library strives to enrich the lives of Portland citizens through providing educational and recreational activities. Library programs will generally be held in the library. This service will be expected to provide encouragement to non-users to visit the library, and to promote library services.

The library strives to present programs of interest to all age groups. Content of programs is based upon community needs, and responses to requests for programs will be based upon staff availability and funding, and within the scope of the Library's strategic plan. 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.

Presenters may be staff members, volunteers, or individuals who are contracted to provide a program or programs.

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

For some programs, presenters may formulate material for a certain age group, and/or the Library may wish to provide services to a certain group at a program with limited "space" available. The Library director, his/her designee, or presenter, may refuse program admission to a registrant who is not of the age for which the program is intended.

When a program has limited capacity, the library may hold that first priority will be given to local residents.

Local media and Town communications systems will be used to promote library programs. When feasible, flyers will be distributed at appropriate venues within the community and/or region.

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.

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.

Children's Programming

Children's 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.

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.

Since Portland residents support the library through their tax dollars, when a program has limited capacity, first priority will be given to children of local residents, using the same criterion employed by the public school system for determining eligibility for enrollment. Portland children who wish to repeat a program will be registered before out-of-town children, even if the latter have not previously participated in that program.

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 preschool programs.

Approved by the Library Board

November 18, 2004

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