

## Library Program Policy

The staff of the Public Library of Brookline select, plan, and present programs and events for Library patrons. These programs further Library goals and are part of ongoing Library service.

At any Library sponsored event

- All programs are open to the public.
- Programs may be held on site at any Library location or off site.
- Professional performers are selected by Library staff.
- Program attendance will not exceed the capacity of its space as determined by the fire code.
- Fees may be charged to attend programs (eg. to fund the event, for fundraising purposes, etc.).
- Programs may be designed for and limited to a specific audience, age, or grade level.
- Standard age ranges:
  - Children are defined as those between the ages of 0 and 12 years old. All of the above policies apply to children's programs.
  - Teens are defined as those in--or, during summer break, going into--seventh through twelfth grades. Homeschooled and other teens are defined as being between the ages of 12 and 18 years old.
  - Adults are defined as those ages 18 and up.
- Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event.

Ticketing or Registration

- Some events may require tickets or registration. This is done in order to:
  - Not exceed the capacity of the venue.
  - Ensure the audience meets all requirements.
  - Allow the presenter to adequately prepare for the number of people attending.
  - Ensure the success of the program.
- Registration begins at least three weeks before the program.
- All registered attendees will be sent a reminder about the upcoming event at least 48 hours in advance.
- We request that registered individuals notify the organizers as soon as possible if they are unable to attend in order to allow other people to register.

Wait lists

- For high-demand events, we may create a waitlist in lieu of allowing walk-ins.
  - The waitlist will be activated as soon as registration is full.
  - Should spots become available, we will make every effort to notify waitlisted patrons in time for them to attend the event.
  - If an event has a waitlist, walk-ins will not be allowed.

## Event Management

- Even in the event of preregistration, the Library does not guarantee seating once a program has begun.
- If the event does not have a waitlist, walk-ins may be allowed to fill unclaimed spots.
- In compliance with the Americans with Disabilities Act (ADA), we will make sure there is seating and auditory support devices available for anyone who needs accommodation.
- At all events we adhere to our Social Media and Photography Policy.

Voted by the Board of Library Trustees 12 June 2018