Bent Northrop Memorial Library
Programming Policy

The Bent Northrop Memorial Library supports its mission by developing and presenting programs that meet the informational and cultural needs of the community. Programming is an integral component of library service that expands the Library's role as a community resource. It can introduce patrons and non-users to library resources, provide enrichment and opportunities for lifelong learning, and foster engagement between the community and the Library.

Library programming is managed by designated staff. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Relevance to community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions, or events

Library staff members who present programs do so as part of their regular position and are not hired as outside contractors for programming. The Library often draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational/cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters who reflect specialized or unique expertise may be hired/contracted for Library programs. Performers and presenters will not be excluded from consideration because of their origin, background, views, or because of possible controversy.

The Library's philosophy of open access to information and ideas extends to library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by speakers or participants. Program topics and resources are not excluded from programs because of possible controversy.

All Library programs are open to the public. No fees may be charged unless they are for specific materials. Registration and age restrictions may be required for planning

purposes or when space is limited. Programs will be held on site at the Library, virtually, or off-site, if necessary. Any sales of products at library programs must be approved by the Library Director. Programs are not to be used for commercial, religious, or partisan purposes, or for the solicitation of business.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, they should first address the concern with the Library Director. Patrons who remain concerned may submit the Request for Reconsideration of Library Programs form. Forms will be accepted from individuals representing themselves, not organizations. Requests for Reconsideration will be addressed by the Library's Board of Trustees at a public meeting. They may be subject to public records requests.

Adopted by the Bent Northrop Memorial Library Board of Trustees, August 2026

Adapted from St. Albans Free Library Policy, 2026

Bent Northrop Memorial Library
Request for Reconsideration of Library Programs

An individual (Library User) with concerns about a library program is encouraged to discuss their concern with the Library Director (the Director).

If speaking with the Director does not resolve the Library User's concern, the Library User may initiate a formal request for program reconsideration by completing this form and returning it to the Library or mailing it to: **Bent Northrop Memorial Library, 164 Park Street, Fairfield, VT 05455.**

Forms will be accepted from individuals representing themselves, not organizations.

Requests for Reconsideration will be addressed by the Library's Board of Trustees at a public meeting. They may be subject to public records requests.

The library will review only one request at a time and will do so in the order in which requests are received.

Library User Information (all fields required)

1. Name: _____
2. Address: _____
3. City: _____
4. Zip: _____
5. Phone: _____
6. Email: _____

Are you a Bent Northrop Memorial Library patron? _____Yes _____No

Program to reconsider:_____

Date of program: _____

Format of Program: _____ In Person _____ Virtual _____ Hybrid

Have you read the Library Programming Policy? _____Yes _____No

Please describe your concerns regarding this program:

Signature _____ Date _____