



Library Programs Policy

The Conway Public Library offers programs that support the mission of the Library and meet the diverse needs of our community. Programming is an integral part of library service that:

- Expands the Library's role as a community resource
- Helps to turn non-users into users of the Library
- Provides information, entertainment, and promotes lifelong learning
- Compliments materials held in the collection

Recognizing the diversity of our community, the Library shall offer a wide variety of programming for people of all ages. Programming will be determined by such factors as community interest and budget limitations. The Library will collect information and gather feedback from the community about library programming.

The Library may impose any restriction on a program so long as the restriction is not inconsistent with any existing policy.

Library programs may be held outside of normal operating hours or off site. While all programs are free and open to the public, fees for supplies may be assessed. Donation jars are allowed but must be approved in advance by the Library Director.

The Library may develop community partnerships with other organizations to host, produce, promote, and cover expenses for programs.

When developing programs the library shall do so in a manner that does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

Library programs shall be held in a manner consistent with the Americans with Disabilities Act. To request a reasonable accommodation for a disability, call 603-447-5552. Three days' notice is requested.

A Certificate of Liability that names Conway Public Library as a co-insured party may be required if the program involves live animals or could potentially expose attendees to harm/injury.

Fundraisers for non-profit organizations may be held at the Library at the discretion of the Library Director.

If a member of the public would like to express concerns about a program, they should address their comments first to the Library Director. If the patron is not satisfied with the response of the Director, they may then address their concerns to the Board of Trustees at a duly organized meeting of the Board.



Possession of a Conway Public Library account is not required to participate in any library program.

Library Expectations of Presenters

Presenters are expected to give their programs as described to library staff.

Presenters are expected to provide as much information as possible to Library staff about the program and will work with the staff to promote the program to the fullest extent possible.

The Library reserves the right to withhold payment for a program if, in the opinion of the staff, the presenter did not give the program that was expected.

Presenters are not allowed in non-public areas of the building without the permission of library staff.

Background Checks for Presenters

Presenters may be subject to a criminal background check when the program is multi-session and the intended audience are minors.

Background checks shall be conducted at the expense of the Library.

Presenters whose program is intended for adults shall not be subject to a criminal background check.

All background verification information obtained will be kept confidential to the extent permitted by law. The information obtained will not be provided to any parties other than to designated Conway Public Library personnel or legal counsel with a need to know.

This policy shall be reviewed and affirmed by the Trustees on a biannual basis.