



Programming Policy

The Pitkin County Library Programming Policy outlines the philosophy and guidelines regarding programs and special events provided by or co-sponsored by the Library. The ultimate responsibility for programming rests with the Library Director, who administers it under the authority of the Library Board of Trustees.

The Library's programs and events are intended to support our mission, services, resources, and facility, as well as the community's wide spectrum of recreational, educational, and informational needs. The Library upholds the right of the individual to access information, even if the content may be controversial, unorthodox, or unacceptable to others. The Pitkin County Library promotes the free exchange of information and ideas, and sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or presenters. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

The Library may hire regional and national talent but prioritizes community resources in developing programs. The Library actively partners with community agencies, organizations, educational and cultural institutions, and individuals to develop and present co-sponsored public programs. Professional programs, performers, and presenters will not be excluded from consideration because of their origin, background, views, color, religion, national origin/ancestry, sex, pregnancy, disability, sexual orientation including transgender status, age, marital status, and familial status. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. All Library programs shall take place during Library business hours unless previously approved by the Library Director.

Designated staff to whom responsibility has been delegated make all decisions about program topics, speakers, and accompanying resources using these criteria:

- Alignment with the Library's mission
- Relevance to the needs and interests of the community
- Historical, cultural, or educational significance
- Accuracy and timeliness of program content
- Treatment of content for the intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Intent to foster creativity, ingenuity, and entrepreneurship
- Connection to other community programs, exhibitions, or events
- Diversity of current offerings
- National and international observances, initiatives, and commemorative events
- Budgetary considerations
- Availability of similar programs or events elsewhere
- Availability of program space and staffing resources
- Safety and security of patrons and staff

The Library encourages individuals to share their knowledge and talents with the community and apply to present programs that are co-sponsored by the Library. External organizations or individuals partnering with

the Library must agree to a *Presenter Contract* and coordinate marketing efforts with the Library. The Library takes all precautions necessary to vet presenters with whom we collaborate. For all Youth Services programs, every person contracted to do a program with minors must complete a background check with Pitkin County.

The Pitkin County Library supports free and open access to information and ideas as stated in the [Library Bill of Rights](#) and the [Freedom to View](#) policies of the American Library Association. 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. All Library programs are open to the public. A fee may be charged for certain types of Library programs.

The Library will make every attempt to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, the Library may limit attendance or determine attendance on a first-come, first-served basis, either with advanced registration or at the door. When registration is required, it must be handled by the Library unless other arrangements are made with either the Library Director or designee. Age requirements for attendance at programs targeted to specific age groups may be invoked. Programs may be held on-site or off-site.

The Library reserves the right to not schedule a proposed program or event and/or cancel a scheduled event or program at any time. Programs may be canceled due to weather, low registration, absence of the presenter, staffing capacity, or for violation of this policy. The Library will not provide programs of a purely commercial nature or those designed to solicit business for third parties; programs that specifically support or oppose any political party, candidate, or ballot measure; or programs that support or oppose a specific religion. Programs may address religious themes to educate or inform but will not promote or proselytize a particular religious conviction. Programs may offer educational or entertaining programs such as candidate forums that include invitations to all recognized candidates.

Presenters are prohibited from selling materials or services or promoting future sales. However, the Library may permit the sale of books written by speakers or recordings of performers in conjunction with a Library-sponsored program. The Library Director must approve any plans to sell such products in advance.

The Library welcomes groups and organizations to reserve meeting spaces to present their own private programs or events that do not meet Library program selection criteria or co-sponsorship criteria. Groups and organizations renting meeting spaces are required to comply with all Library policies, including the Library's [Patron Behavior Policy](#) and [Meeting Room Policy](#). Such private events will not be promoted by the Library or supported by staff.

Requests for a review of programs will be considered in the same manner as requests for reconsideration of library materials. Requests may be submitted using the [Request for Reconsideration](#) form and will be reviewed in accordance with the procedure outlined therein.

This policy was last reviewed on February 12, 2025, by the Pitkin County Library Board of Trustees.