LIBRARY PROGRAMS POLICY

As part of its service roles, the Clive Public Library offers programs for citizens and especially for very young children, their families and care givers.

Programs may be developed and presented by Library staff, independent contractors or may be co-sponsored by the Library and other community organizations.

The purpose of Library programs at the Clive Public Library is to promote and help develop literacy skills in youth and a love of lifelong learning.

Story time programs for preschool-aged children will be presented on a regular schedule throughout the year. Programs for school-aged children and teens will also be offered, especially after school, during school holidays and summer vacations.

Each year, the Library Director will establish a budget for hiring performers and purchasing materials for children's programming.

Programs for adults may be scheduled as staff time and budget permit if they help fulfill the Library's service roles. There is no budget for adult programs.

Presenters may not directly solicit business before, during or following a program, although cards and brochures may be left on the display table for attendees to pick up and authors/illustrators may sell copies of their books.

All speakers, independent contractors, volunteers and staff will undergo the City's required criminal background check before presenting programs. In the event of ongoing programs the presenters will undergo the criminal background check annually in July.

It is the intent of the Library Board to make youth programs that promote pre-literacy and literacy skills available without fees to the public. Fees may be charged for some special or costly programs especially if they are not related to the purpose of Library programs or the mission and service roles of the Library.

When space restrictions or program requirements limit the number of people who may attend, then preference will be given to residents of the City of Clive, residents of Windsor Heights, which contracts for Library service from Clive and rural residents of Polk County, which also contracts for library service from Clive. Residents of other Metro or Iowa communities may
also attend programs if space and program requirements permit.

Persons attending Library sponsored or co-sponsored programs are expected to adhere to the Library's policies including the Conduct in the Library Policy.

Reviewed & Approved 2/2009