

Alamosa Public Library
300 Hunt Avenue
Alamosa, CO 81101

Program Policy

At the Alamosa Public Library, a "program" is a planned interactive event between Library staff (or designees) and participants for the purpose of supporting the Library's mission: "to inform, educate, and culturally enrich the population of Alamosa County and the San Luis Valley".

Responsibility for program development is vested in the Library Manager and any staff whose job descriptions include program responsibilities. Selection of program topics, speakers, courses, classes, and resource materials will be made by staff on the basis of the interests and needs of patrons and community, with the Library's Mission and goals in mind. Programs may include controversial content.

Select programs are generally targeted to age-specific audiences (i.e. children's programs), and some may be limited to specific ages based on content or skill.

Programs may be hosted at the Library or offsite.

Programs are funded in part by the operating budget with additional support from the Friends of the Alamosa Public Library, grants, donations, gifts, as well as partnerships. The Board of Trustees, in conjunction with the Library Manager, are responsible for establishing a budget for programming to facilitate the effective implementation of this service.

The Library may require a contract to be executed by program presenters. Organizations or business affiliations of presenters or co-sponsoring organizations may be used in promoting programs. This promotion does not constitute endorsement. Presenters are vetted for their professionalism, subject knowledge, presentation skills, qualifications, and relevant experience. The Library does not offer programs of a commercial nature with the intention of soliciting future business. Presenters from businesses may be included in programming if their information is of general interest.

They may only offer brochures and information about their business after the program, but not during or as part of the program. The Library may permit the sale of books written by presenters or recordings by performers in conjunction with a program with advance permission of the Library Manager.

All requests for the Library to reconsider or cancel programs must be made in writing. Staff will make the ***Request for Reconsideration of Program*** form available to anyone who expresses an objection to Library programming.

The following procedures will be followed when a patron or group finds a program objectionable or unsuitable for the public:

1. The patron or group will be asked to submit a *Request for Reconsideration of Program* form to the Library Director. The patron may leave the completed form at the Library or mail it to the Library Director.
2. If the program under reconsideration has not yet taken place, it will remain on the calendar, and will not be delayed or canceled until a final decision has been made. If a decision cannot be made before the program is scheduled to take place, the program will proceed as scheduled and the decision of the committee will affect future programming decisions.
3. Upon receipt of the completed form, the Library Director will assign at least three library staff members to research the program. This research will take into account:
 - a. The program's support of the Library's mission and goals.
 - b. The program's history, attendance and impact if it is a recurring program.
 - c. How similar programs have functioned in other communities, and the anticipated impact of this program if it is new.
 - d. Representation of and appeal to diverse groups.
4. The *Request for Reconsideration* form will be presented to the Library Board along with the staff committee's findings at the next regular meeting of the board. The Library Director and the Library Board of Trustees will arrive at a decision that is based on the committee's findings, the opinions of the Trustees, and the

program's value to the community. A second meeting may be needed if the Board feels more time is needed to reach a decision.

- a. Library Board meetings are open to the public, with time for public comment.

5. The program in question will either:

- a. Be canceled, and no longer take place in the Library.
- b. Be modified in content or delivery, perhaps by including an age limit.
- c. Proceed as usual.

6. The individual or group will be officially notified in writing of the decision of the Library Board and the Library Director.

7. As a final recourse, patrons who still feel that their concerns have not been adequately met have the ability to express their issues to the City Manager.

Approved by Library Board of Trustees
January 23, 2024
Alamosa Public Library
300 Hunt Ave.
Alamosa, CO 81101

ALAMOSA PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF PROGRAM

Name of person filling out form: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Do you represent: Yourself _____ or an organization _____ or other individuals _____

Name of organization/other individuals: _____

Title of Program: _____

Date of Program _____

(If you need more space below, please attach another sheet of paper.)

1. What do you object to about this program? (Please be as specific as possible.):
2. What do you feel might be the result of attending this program, and to whom would it be harmful?
3. For what age group (if any) would you recommend this program?

4. Is there anything good about this program? Yes ☐ No ☐

Why or why not?

5. Did you attend this program yourself? Yes ☐ No ☐

If not, upon what information are you basing your objection?

6. In your opinion, what is the purpose of this program?

7. What would you like your Library to do about this program and how would that improve the Library's service to the community?

8. What do you suggest as a replacement for this program?

Signature: _____ Date: _____

