# Bettendorf Public Library and Information Program Development Policy

**Purpose of the Program Development Policy**

The purpose of this policy is to define standards for the development of library sponsored programming, in accordance with the Library's mission, vision, and values; to inform the public and staff on the principles guiding program development; to provide the public and staff with guidelines for acceptable use of library resources within library program activities.

**General Program Guidelines**

The Bettendorf Public Library and Information Center is a public forum, offering a broad spectrum of ideas and information, which are freely communicated and reflected within its programs, collection of materials, services, and displays. Library programs are designed to meet the interests of a variety of users, cultures, and age-ranges. Library programs may be developed in collaboration with other city departments, community organizations, groups and individuals, as determined by library administration or authorized designee. Library program staff may utilize volunteers in facilitation of events.

The Library Board of Trustees vests full responsibility and authority for library program development in the Library Director or authorized designee. Patron interests and demand are important influences and public suggestions are considered.

All programs must be open to the public and offered free of charge, although at the discretion of the Library Director, the following will be permissible at Library-initiated programs or on property governed by Library policy:

1. Fundraising to benefit the Library, or events sponsored by the Bettendorf Library Foundation/Friends of the Bettendorf Library
2. The sale of books, CDs, or other items by authors; performers/presenters or vendors as part of a library program. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the Library collection.

Every attempt will be made to accommodate all who wish to attend a program. However, in rare instances where safety or the success of a program requires it, capacity may be limited and determined on a first come, first serve basis either with advanced registration or at the door. Attendance at some library-sponsored programs may be restricted to specific age groups.

**Programming Content**

Library programs are designed to support the Library's mission in providing access to information and ideas for all. Library sponsored programs are non-biased and non-partisan in nature, intended to further the open communication of ideas, and may appeal to a wide array of ages, interest and reading levels, and social and cultural groups. Programs are regularly evaluated for quality, public demand, and structured to ensure effective facilitation.

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Programs may be thematic in nature and correspond to current events, popular topics, and/or social issues. Duplication of programs offered elsewhere in the Quad Cities will be avoided, if possible.

Suggestions from Bettendorf residents to Library staff are welcome via email, in-person, by phone, or through suggestion cards available at the Library's service desks. Any reconsideration of Library programs/events should be forwarded to the Library Director, utilizing the approved Reconsideration of Library Resources Form and process (Exhibit A).

**Program Funding**

Library programs may be funded, in-whole or in part, through library funds, or through additional financial support obtained via grants or external contributions, gifts, donations, or sponsorships, as approved by library administration.

Library program presenters may negotiate or receive a fee or honorarium from the Library or approved external funding source. Presenters may be contracted for fees up to $500 per event, unless otherwise approved by the Library Director. See Collaborator/Sponsorship Guidelines (Exhibit B) for more details on non-library presenter partnerships.

Approved by the Bettendorf Public Library Board of Trustees
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Reviewed 11/05
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Revised 04/12/18
Revised 09/09/21

**Exhibit A**
**REQUEST FOR RECONSIDERATION OF LIBRRARY RESOURCES**

The Bettendorf Public Library of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. As a Bettendorf resident, if you wish to request reconsideration of library resources, please return the completed form to the Library Director of the Bettendorf Public Library Information Center, 2950 Learning Campus Drive, Bettendorf Iowa 52722. Please note that this form may become part of the public record.

Name: _____ Date: _____

Address: _____ Bettendorf, Iowa 52722

Phone: _____ Email: _____

Do you represent self? _____ Organization? _____
    If selected "organization", please list the organization's name and contact info:
    _____

Resource on which you are commenting:

___ Book    ___ Textbook    ___ Video ___ Display    _____ Magazine

___ Library Program    ___ Audio Recording    ___ Newspaper

____Electronic Information/Network (please specify) _____

Other _____

Title _____

Author/Producer of the resource _____

What brought this resource to your attention? _____

Have you examined the entire resource? _____

What concerns you about the resource? (Use other side or additional pages if necessary)

_____

Are there resources you suggest to provide additional information and/or other viewpoints on this topic? _____

**Exhibit B**
**COLLABORATOR/SPONSORSHIP GUIDELINES**

**Purpose**
The Bettendorf Public Library Information Center may collaborate with individuals, organizations, or groups, and receive financial or in-kind sponsorship for library programs and services through external funding sources, with the purposed of furthering the Library's mission and vision.

**Collaborator/Sponsor—Definition**
A collaborator/sponsor is an institution, organization, business, or individual that agrees to work together with the Library, and/or provide financial support (sponsorship) in the provision of library programs and/or services. The collaborator/sponsor may fund the costs of a library program, in-part or in-whole, in-like or in-kind; provide incentives for reading programs; provide program instruction, as approved or contracted by library administration or authorized designee.

**Conditions of Collaboration/Sponsorship**
The Library may offer programs in collaboration or sponsored by outside entities, under the following conditions:

1. *Content*--Program content is determined by library management and/or administration to be of significant benefit to the community; objective, non-partisan in nature; compliant with the Library's mission, policies, and procedures.
2. *Mission*—Philosophy or mission of collaborator/sponsor organization is compatible with the Library's mission.
3. *Presenters*—Program presenters will be recommended by a reputable source, and/or observed by library staff prior to contracting or scheduling, whenever possible. Presenter is willing to provide library staff with an advance preview of presentation material an answer questions from staff and attendees, as requested. Employees or representative of the collaborator/sponsor organization participating in the library program, event or service comply with all library policy and procedure.
4. *Fees and Costs*—Program or presentation is offered at no charge (free) to attendees. Presentation costs comply with established budget guidelines and any costs to the Library are approved by library administration, in advance of contracting or scheduling the program or event.
5. *Planning*—Library staff has sufficient time to plan and facilitate the program. No staff overtime is expected, unless approved in advance by the Library Director.
6. *Publicity*—Program presenters, collaborators and sponsors will receive one line of publicity in library promotional materials as defined by the *Library's Sponsorship Agreement*. The Library's logo and contact information may be used in library sponsored programs only. The Library is credited in all collaborator/sponsor publicity, utilizing the Library's established brand.
7. *Location*—Program location provides appropriate physical spaces required to meet library program guidelines, ADA accessibility, and agreement specifications.
8. *Sales*—No products or services are sold during programs, events, or on library property. Exceptions: Approved sales in accordance with Library policy.
9. *Agreement*—Library Sponsorship Agreement may be required. Agreement is facilitated by program manager, signed by sponsor, and approved by Library Director in advance of program or event. Library collaboration/sponsorships may be discontinued at any time, at the discretion of the Library administration.

**Approval of Collaborator/Sponsorship Agreements**
The Board of Trustees authorizes the Library Director to approve any and all collaborator/sponsorship agreements associated with library programs and services, activities which involve library staff, the Library's name, or take place on library property, in advance of commitment. The Library Board has final authority if the Library Director's decision is appealed via formal Request for Reconsideration of Library Programs/Services (see Exhibit A).

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