

OP 06 Programming

Policy Type:	Operational	Policy Number:	OP 06
		Policy Approval Date:	February 6, 2014
Policy Title:	Programming	Policy Review Date:	February 3, 2022
		Next Review Date:	February 2025

1.0 Background

Programming supports the mission of the Whitchurch-Stouffville Public Library to inspire curiosity, embrace innovation, and engage the community. Programming provides information, invites public discussion, and promotes literacy and reading. As well, it promotes the Library's services and resources. This policy outlines Board guidelines with respect to the provision of programs at the Library.

2.0 GUIDELINES

Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.

The Library will:

- make available a wide spectrum of opinions and viewpoints;
- select programs based on the interest and need of the community;
- use programs to promote interest in, and the joy of, reading;
- limit program attendance based on safe use of space, or when success of a program requires it;
- make programs open to all, based on a first come, first served basis
- regularly evaluate the planning and delivery of library programs; and
- encourage user feedback and expressions of opinion about the programs

The Library may:

- offer programs for children, young adults, adults, families and seniors;
- participate in cooperative programs with other agencies, organizations, institutions or individuals;
- sponsor programs within the library facility or outside of the library;
- allow presenters to display products or books for purchase

The library may charge fees for programs with the intent of recovering the cost of materials or external resources.

3.0 FEES FOR PROGRAMS

Fees may be charged for programs at the discretion of the CEO. PA Day and Summer Camp rates will be set by the CEO. For regular programming, where fees are charged, the following fee schedule will apply.

Item	Description	Unit of Measure	Rate (including HST if applicable)	HST Applicable (Y/N)	Effective Date
1	Administration of Program Refund	1	\$3.00	N	January 1, 2015
2	Threshold for Program Refund	1	\$10.00	N	January 1, 2015
3	Adult Computer (library)	Per ½ hour	\$5.00	N	February 3, 2022
4	Children's instructional programs	Per ½ hour	\$5.00	N	July 1, 2022
5	Adult program	Per ½ hour	\$5.00	N	February 4, 2022

External Instructors:

- Fees for programs run by external instructors are determined on an individual basis by the instructor.
- WSPL will receive 35% of the program fees collected from external instructors since the Library absorbs the cost of program space, furniture, insurance coverage and administrative services to register participants.