

Sutton Free Public Library

Program Policy

Library programming supports the Library's mission to serve the informational, educational, cultural and recreational needs of its residents. The Library strives to offer a variety of programs for all ages that reflect the community's interests, encourage library usage, promote library materials and to extend library service to the community. Programs are a means through which the public can share experiences, appreciate special interests, and exchange information. All programs shall be open to the general public; however some programs may be designed with specific audiences in mind, such as children's programs and story times. Programs targeted toward specific audiences will be publicized as such.

The Sutton Free Public Library reserves the right to promote library-sponsored programs as it sees fit. Such promotion may include, but is not limited to, the use of social media, in-house marketing, photography, video, print and online media.

Library sponsored programs may be offered at locations outside the library as well as on-site. Such locations may include schools, community centers, information fairs and area businesses.

Library sponsored programs shall be at the discretion of the Library staff. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs or program by any library personnel or by the Town of Sutton.

Grant funded programs will be subject to the regulations of the grantor.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. Programs may be held on-site or off-site.

Programs advocating discrimination on the basis of sex, race, religion or age cannot be held at the Library.

The Library does not offer programs of a commercial nature. Library sponsored programs must have a special educational, informational or cultural value to the community.

The Library may draw upon other community resources in developing programs and actively partner with other community agencies, organizations, educational and cultural institutions or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs.

The Library will not be held liable for the consequences of any information presented by a speaker during a library program.

The Town of Sutton assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups on individuals, while attending a library-sponsored program.

When registration is required:

Registration will begin on the day and time specified on the program's flier or on the library website. Registration will NOT begin any earlier than the specified date.

If there is an age requirement for a library program, only children who meet the specified age requirement will be registered for that program.

Parents/caregivers may register their children for programs in person, online, or over the telephone.

Registration is done on a "first come, first serve" basis. If all slots have been filled, children's names will be added to a waitlist. Should a slot open up, the library staff will call the names on the list in order.

If a child is unable to attend a program, the parent/caregiver is requested to call the library to cancel so that the spot may be filled as soon as possible.

If a parent/caregiver brings more than 4 children to a program, another adult must accompany them to provide additional supervision.

If a program is anticipated to be extremely popular then preference will be given to residents of Sutton for a specified time before registration is open to residents of other towns.

Approved by the Board of Library Trustees April 22, 2013