



POLICY PURPOSE

The North Perth Public Library (NPPL) provides programming to connect community, highlight community assets, and increase awareness and use of Library collections and services. Programming provides opportunities for learning, recreation, creativity, public discussion, community participation, and the development of literacy in its many forms, including reading, information, digital, cultural, and social literacy.

Through programming, NPPL responds to community interests and needs, creates opportunities for people to connect with one another, and builds relationships through partnerships and the sharing of resources.

This policy guides selection, planning, delivery, and evaluation of programs provided by NPPL staff and through co-sponsored or partnership opportunities.

KEY POINTS

1. Guides the planning, selection, and delivery of NPPL programming in alignment with Library strategic priorities and identified community needs.
2. Supports multiple forms of literacy and community connection, including reading, information, digital, cultural, and social literacy.
3. Ensures programming is accessible, diverse, inclusive, and community-focused, with consideration given to representation, participation, and barriers to access.
4. Supports intellectual freedom and a diversity of perspectives, while clarifying that Library sponsorship and hosting does not constitute endorsement of program content or views.

5. Encourages meaningful partnerships and ongoing evaluation, using community impact, participation, accessibility, resources, and operational capacity to guide programming decisions.

DEFINITIONS

Program/Programs/Programming: Any group activity offered to the public that Library staff develop, plan, coordinate, and/or present.

Outreach: Library service, programming, promotion, advocacy, or community engagement delivered outside NPPL facilities, as further defined in *OP-18 Outreach*.

POLICY DETAILS

This policy applies to programs offered, sponsored, co-sponsored, hosted, or coordinated by NPPL. Programming may take place in Library branches, in community or partner spaces, through outreach, or virtually.

Programs may be developed for children, youth, adults, seniors, families, or intergenerational audiences.

Library programming may include, but is not limited to:

1. recreational programs and activities;
2. educational, informational, and literacy-based programs;
3. cultural, creative, and arts-based programs;
4. social and community-building programs;
5. author, speaker, performer, and facilitated discussion events;
6. technology and digital literacy programming;
7. programs delivered in partnership with community organizations or individuals; and
8. programming delivered outside Library branches in accordance with *OP-18 Outreach*.

GUIDING PRINCIPLES

Programming will be considered and developed in relation to:

1. NPPL Strategic Plan and the Library's mission and values;
2. the Municipality of North Perth Strategic Plan, where appropriate;
3. the interests and needs of the North Perth community;
4. equity, diversity, inclusion, accessibility, cultural awareness, and reconciliation;
5. opportunities to promote reading, information, digital, cultural, and social literacy;
6. opportunities to encourage curiosity, creativity, learning, discussion, and community connection;
7. opportunities to increase awareness and use of Library collections, resources, and services;
8. opportunities to strengthen existing partnerships or develop new community relationships;
9. ~~To~~ participation in Perth County Information Network (PCIN) initiatives, where appropriate; and
10. staffing, budget, safety, accessibility, space, and operational capacity.

Programming will be inclusive and community-focused. NPPL recognizes that meaningful inclusion requires consideration of who is represented, who is able to participate, and what barriers may prevent participation.

PROGRAM PLANNING AND SELECTION

Programs will be selected and planned based on their purpose, intended audience, community relevance, anticipated impact, and available resources. Program planning may consider community feedback, participation data, demographic information, emerging interests, collection and service priorities, staff observations, and opportunities identified through community partnerships.

In planning and selecting programs NPPL will:

1. consider the interests and needs of the community;
2. consider how the program supports one or more of the guiding principles in this policy;
3. establish an appropriate audience, format, location, schedule, and capacity;
4. consider accessibility and accommodation requirements during planning;
5. consider reasonably foreseeable health, safety, privacy, copyright, and operational requirements;
6. assess the credibility and suitability of presenters and partners in relation to the proposed program;
7. avoid programming whose primary purpose is commercial promotion or direct sales; and
8. regularly review programs to ensure their continued relevance and effectiveness.

Programs may include commercial presenters or permit the display or sale of books, products, or materials when the commercial activity is incidental to the educational, cultural, recreational, literary, or community purpose of the program.

PARTNERSHIP AND COLLABORATION

NPPL may participate in cooperative programming with community agencies, organizations, institutions, businesses, government partners, schools, or individuals where partnership supports Library goals and community needs.

Priority may be given to partnerships that extend Library reach, contribute expertise or resources, support an identified community need, strengthen an existing relationship, or create opportunities to engage people who may not otherwise participate in Library programming.

The Library will consider the credibility, role, responsibilities, and alignment of prospective partners before entering into a programming partnership.

ACCESSIBILITY, DIVERSITY, AND INCLUSION

Programming will be planned and delivered in accordance with *OP-09 Accessibility in the Library*, *FN-04 Respect and Acknowledgement*, *FN-05 Diversity and Inclusion*, and applicable legislation.

Reasonable efforts will be made to:

1. identify and remove barriers to participation;
2. provide reasonable accommodations and accessible or alternative formats upon request;
3. consider physical, sensory, communication, technological, financial, and other barriers during program planning;
4. provide programming that reflects the diversity of the North Perth community and introduces participants to a range of experiences, identities, cultures, ideas, and perspectives;
5. consult with communities or community organizations when appropriate when developing programs intended for or about those communities; and
6. support respectful participation and a sense of belonging for program participants.

LITERACY AND COMMUNITY CONNECTION

NPPL recognizes literacy as broader than reading and writing. Programs may support reading literacy, information literacy, digital literacy, cultural literacy, and social literacy.

Social literacy may be supported through programs that create opportunities for participants to communicate, collaborate, develop relationships, understand different experiences and perspectives, participate in community life, and build a sense of connection and belonging.

Programming may therefore have value through learning outcomes, use of Library resources, community connection, social participation, or a combination of these outcomes.

INTELLECTUAL FREEDOM AND PARTICIPANT ENGAGEMENT

NPPL upholds the principles of intellectual freedom embodied in *FN-06 Intellectual Freedom* and the Canadian Federation of Library Associations' *Statement on Intellectual Freedom and Libraries*.

The Library may offer programs that present controversial, challenging, or opposing ideas and points of view. Library sponsorship, hosting, or partnership does not constitute endorsement of a program's content or of the views expressed by presenters, partners, or participants.

Participants are expected to engage in a manner consistent with applicable Library policies and to respect the rights, safety, and freedoms of others. NPPL will make available a process for feedback and expressions of concerns regarding programs.

Concerns about the selection or content of a Library program may be directed to the Chief Executive Officer (CEO) in accordance with applicable Library procedures.

COMMUNICATION AND MARKETING

Programs will be communicated in a timely manner using appropriate Library communication channels. Where appropriate, program information will identify the date, time, location or platform, intended audience, registration requirements, accessibility information, fees if applicable, and relevant participation requirements.

Communication and marketing will be coordinated with the Coordinator of Digital Initiatives (CDI) and will follow applicable NPPL communication, accessibility, privacy, and branding practices.

REGISTRATION, ATTENDANCE, AND FEES

Program attendance may be limited based on safe use of space, program design, available resources, presenter requirements, or other operational considerations.

Programs may use advance registration, waitlist, tickets, or general admission as appropriate to the program.

NPPL programs will generally be offered free of charge. Fees may be charged for fundraising events, cost-recovery programs, materials, or other circumstances approved by the CEO.

Registration and attendance practices will be administered equitably and in accordance with applicable accessibility and privacy requirements.

LAND ACKNOWLEDGEMENT

North Perth Public Library hosted programs will include the Land Acknowledgement statement in accordance with *FN-04 Respect and Acknowledgement* and any procedures established under that policy.

TECHNOLOGY AND VIRTUAL PROGRAMMING

Programs may be delivered virtually or use digital platforms and technologies where appropriate. Virtual and technology supported programming will follow applicable Library requirements concerning accessibility, privacy, copyright, acceptable use, and information security.

The Library will consider participant access to required technology and reasonable alternatives when selecting a virtual- or technology-dependent format.

VOLUNTEER RESPONSIBILITIES

Volunteers may support programming when appropriate. Volunteer recruitment, assignment, scheduling, training, supervision, records, and corrective action will be managed in accordance with *HR-02 Volunteer Policy*.

Volunteers supporting programs will receive information or instruction appropriate to their assigned role, the activity, the intended audience, and any identified accessibility or safety considerations.

HEALTH, SAFETY, AND EMERGENCY RESPONSE

Program will be planned and delivered in accordance with *HR-03 Health and Safety*, the Municipality of North Perth's adopted health and safety policies and procedures, applicable occupational health and safety legislation, and location or activity specific requirements.

Staff will consider reasonably foreseeable hazards associated with program activities, equipment, attendance, location, weather where applicable, and emergency access. Programs may be modified, relocated, postponed, or cancelled when conditions create an unreasonable risk to staff, volunteers, presenters, or participants.

Programs delivered outside Library facilities will also comply with *OP-18 Outreach* where applicable.

SUSTAINABILITY

Where practical, program planning will consider opportunities to reduce waste, reuse materials, share resources, and make responsible use of supplies and equipment while maintaining accessibility, safety, and program quality.

RELATED DOCUMENTS

- *FN-04 Respect and Acknowledgement*
- *FN-05 Diversity and Inclusion*
- *FN-06 Intellectual Freedom*
- *HR-02 Volunteer Policy*
- *HR-03 Health and Safety*
- *OP-04 Protection of Patron Privacy*
- *OP-09 Accessibility in the Library*
- *OP-12 Children and Youth Services*
- *OP-18 Outreach*
- North Perth Public Library Strategic Plan
- Municipality of North Perth Strategic Plan
- Perth County Information Network Strategic Plan
- *Statement on Intellectual Freedom and Libraries*, Canadian Federation of Library Associations

SCOPE AND APPROVAL

This policy applies to the NPPL Board, staff, third parties, patrons, presenters, partners, and volunteers, as applicable.

Approved by the Library Board:

Revised: June 2018, September 2021, September 2023, May 2026, September 2026