



8 Route 129 | Loudon, NH 03307 | Maxfieldlibrary.com | (603)798-5153

Program Policy

Statement of Purpose

The Maxfield Public Library (MPL) recognizes the need to provide quality programs for all ages in keeping with our mission to promote personal and educational growth by serving the cultural, social, and community needs of a diverse population where everyone is welcome to discover, connect, and grow. This policy is established by the Library Board of Trustees to inform the public of the principles upon which the library makes decisions regarding the development and selection of library programs.

Programming Definition and Objectives

Library programs are defined as programs initiated, planned, conducted, or co-sponsored by MPL staff. MPL programs are events that promote the use of library materials and services and/or offer the community information, education, entertainment, or cultural experiences. Programs are planned for the interest and enlightenment of the community. The library strives to offer a variety of programs that reflect the interest of our growing and diverse population.

Programs can take place in the library, off-site, or virtually. Library programs are designed to:

- Create community connections
- Introduce patrons to library resources and services
- Broaden the library's reach and recognition
- Provide lifelong learning opportunities
- Offer access to music, art, and culture
- Facilitate civic engagement and citizen connections to local, regional, and federal government
- Offer context or expand knowledge of current events and timely topics

Program Selection and Development Criteria

Ultimate responsibility for programming at the library rests with the Library Director, who administers programming under the authority of the Library Board of Trustees. The Library Director, in turn, delegates the authority for program development and management to the appropriate library department staff. Library staff use the following criteria in making decisions about programs topics, speakers, and accompanying resources:

- Alignment with the MPL's mission and strategic goals
- Community interests and needs
- Educational, cultural, or informational value
- Presenter qualifications and expertise
- Budget and funding availability
- Space, staffing, and scheduling considerations
- Accessibility and inclusivity
- Supplies needed for the program
- Whether the level of the presentation matches the intended audience
- Whether the day, hour, and time of year is right for the intended program
- Any associated public performance or copyright issues

The Maxfield Public Library provides free and open access to its programming, except for the following exceptions:

- Possible fee for materials
- Sale of literature (e.g. incidental to an author presentation)
- Fundraising events held by the library or the Friends of the Library

Disclaimer

Program topics, speakers, and resources are not excluded from programs because of possible controversy. Performers and presenters will not be excluded from consideration because of their race, color, religion, creed, sex, age, national origin, mental or physical disability, political belief or affiliation, or gender identity and expression. The library does not present programs that support or oppose any individual candidate. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers. No library program, whether presented by library staff or outside performers, shall be used for commercial or partisan purposes, or for the solicitation of business. This includes programs offered for free but with the intention of soliciting future business.

Partnerships

The library actively seeks to partner with community organizations to develop and present co-sponsored public programs that advance the objectives stated above. Registration for cooperative programs may be handled by the library or the partner organization. Since all library data is confidential the library will not share data about registrants with any partner organizations or individuals.

Co-sponsorship is defined as the library working with another agency, presenter, or business to provide a program for the community, with mutually agreed upon parameters. Co-sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Library staff must be involved in the planning of co-sponsored program content.

The library and its employees will not be liable for the content of any program presented by a third party.

Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the library must coordinate marketing efforts with the Library Director or designated library staff. Press releases, public notifications, and marketing publicity must be approved by the Library Director before publication.

All library programs are posted on the library's website and bulletin boards and shared on the library's social media platforms and via word of mouth through staff. Presenters, performers, and co-sponsors are expected to promote programs through their own channels as well.

Distinction Between Library Programs and Meeting Room Use

The library recognizes that not all events held in its building are library sponsored. Outside groups may use meeting rooms in accordance with the Meeting Room Policy. Such use does not constitute library sponsorship, endorsement, or partnership. The library does not promote or advertise events held by outside groups. Outside events must comply with all restrictions outlined in the Meeting Room Policy, including prohibitions on commercial activity, sales, and fees.

Safety and Conduct

All program participants must comply with the library's Patron Behavior Policy.

Some meetings and programs may be designed with a specific audience in mind and the library may limit attendance to only the intended audience. Adults who wish to attend a program specifically designed for children must be accompanied by a child. Preteen and teen programs are limited to preteens and teens only, except when the attendee requires an adult assistant or companion. Decisions concerning an event's audience registration, capacity, late arrivals, and allowable walk-ins will be made by the library staff member supervising the event.

Requests for Reconsideration

Library cardholders may request that the library reconsider a scheduled program or event by completing a Request for Reconsideration of a Library Program form (Appendix). The Library Director will respond to the request for reconsideration within 10 days of receipt of the request. Patrons may appeal the decision of the Library Director to the Library Board of Trustees by mail (Board of Trustees, Maxfield Public Library, 8 NH Route 129, Loudon, NH 03307). The Library Board of Trustees will respond within 10 days of the next scheduled Trustees Meeting.

Dyan Hill
(trustee)

6-3-2026
(date)

Brianna K Hemmell
(trustee)

6/3/2026
(date)

Library and subsequent public use of the program. Organizations in
individuals partnering with the library must coordinate their efforts with the library

(trustee)

(date)

All library programs are posted on the library's website and public boards and placed on the
library's social media platforms and via word of mouth through staff, trustees, partners, and
volunteers. It is expected to promote programs through these methods as well.

Relationship Between Library Programs and Meeting Room Use

Approved by the Board of Trustees 6/2026

The library reserves the right to all events held in its building and grounds. It is the policy of the library to
provide the meeting room for a fee. The library reserves the right to refuse to provide the meeting room
for any event that is not in the best interest of the library. The library does not provide the
meeting room for outside groups. Outside groups must comply with all restrictions
outlined in the Meeting Room Policy, including prohibitions on commercial sales, advertising,
and

Safety and Conduct

All program participants must comply with the library's Meeting Room Policy.
Event organizers and participants may be held liable for any damage to the building and its contents
and will also be held liable for any damage to the building and its contents. All the library staff
participating in the event for children must be accompanied by a child. Parents and other program
organizers are held to the same standards as the meeting room. Organizers are held to the same
standards as the meeting room. Organizers are held to the same standards as the meeting room.
The library staff will be held liable for any damage to the building and its contents.

Requests for Reconsideration

Library or trustee may request that the library reconsider a scheduled program or event in
response to a request for reconsideration of a library program (see Appendix). The library
will respond to the request for reconsideration within 10 days of the request.
Trustees may appeal the decision of the Library Director to the Board of Trustees. The
Board of Trustees, (Library's Library's Board Room, 11100 107th, The Library,
Board of Trustees will respond within 10 days of the request for reconsideration.

6-3-2026

(date)



(trustee)

6/2/2026

(date)



(trustee)

Request for Reconsideration of a Library Program Form

The Maxfield Public Library selection criteria are described in detail in the Program Policy. This form will be reviewed by the Library Director, and you will be contacted with a response. Please note: your comments are public record. However, your name, address, and phone number will be kept confidential from the general public to the greatest extent allowed by law.

Patrons who would like the library to reconsider a library program are required to complete this form.

Date: _____

Name: _____ Telephone: _____

Address: _____ City: _____

I represent:

Myself

Organization: _____

Program for Consideration

Title: _____

Presenter: _____

Scheduled date(s): _____

Intended audience: _____

Have you attended this library program in its entirety? Yes No

Have you read the Maxfield Library Program Policy? Yes No

Please describe your concerns regarding this program and your suggested action (please be specific). Use additional pages if needed.

(Signature)

(date)

