

CLASSES AND EVENTS POLICY

The Berthoud Community Library District (BCLD) supports its mission of educating, enriching, and connecting the community by developing and presenting classes and special events. Class development is an integral component of Library service that:

- supports the library's role as the public educational institution;
- introduces new people to library curriculum and resources;
- provides opportunities for cultural engagement;
- provides early & lifelong literacy opportunities;
- expands the visibility of the library;
- implements goals from the library's long-range plan.

BCLD utilizes library staff expertise, curriculum, services and facilities in developing and delivering classes and events. The following criteria are used in making decisions about topics, speakers, and presenters:

- community needs and interests;
- availability of event space;
- treatment of content for intended audience;
- presentation quality;
- presenter background/qualifications in content area;
- budget;
- historical or educational significance;
- connection to other community classes, exhibitions, or events;
- relation to library curriculum, exhibits and classes.

In addition, BCLD draws upon other community resources in developing classes and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public classes. Professional performers and presenters that reflect specialized or unique expertise may be hired. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present classes do so as part of their regular job and are not hired as outside contractors for classes.

All library classes are open to the public and admission is free for most classes. However, at the discretion of the Library CEO, the following will be permissible:

- fund raising to benefit BCLD;
- sale of books by an author as part of a library event;

- transportation costs, tickets, and other similar expenses primarily for off-site events, or to offset cost of materials (e.g. craft classes).

The library's philosophy of open access to information and ideas extends to library classes and events, and the library does not knowingly discriminate through its class offerings.

Library sponsorship of a class or event does not constitute an endorsement of the content of the event or the views expressed by participants, and event topics, speakers and resources are not excluded because of possible controversy.

All press releases, fliers, posters, etc. for all classes and events sponsored or co-sponsored by BCLD must be pre-approved by the Library CEO or a designee.

Registration may be required for planning purposes or when space is limited. Classes and events may be held on site or off site. Classes and events are not used for commercial purposes to solicit business.

BCLD also provides space for events that are initiated by the public and held in the Community Room. Use of the Community Room is covered in the Community Room Use Policy. Library staff will report statistics for events and will evaluate classes and events regularly based on quality, attendance, and community feedback.

Adopted 1/5/12

Revised 6/8/16