

**POLICY: PROGRAMMING**

**SECTION: II – General Policies – Miscellaneous**

**MOTION#/DATE:**

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### **Effective Date**

When approved by the Board.

### **Policy Objective**

To establish the conditions and context within which the Library creates and delivers programs to the public.

### **Underlying Principles/Background**

Library programs extend and promote the role of the library as a community resource; supplement and extend the information found in library collections; offer an alternative way for people to obtain and assimilate information; encourage participation in civic life and help to address the cultural and leisure-related interests of the community.

### **Policy Statement**

The Toronto Public Library provides programs that:

- are compatible with TPL's vision, mission values, goals and strategic priorities;
- focus on literacy, learning, reading and culture;
- reinforce the role of the library as community cornerstone;
- are open to everybody;
- supplement and extend the information found in library materials;
- promote the library and encourage the use of its resources; and
- are responsive to diverse community need.

The Library does not generally charge for programs. Exceptions may be made to cover direct costs when the program could not otherwise be offered.

The Library may co-sponsor programs with other organizations whose objectives are compatible with the Library, and which are mutually beneficial to the branch and the co-sponsor.

### **Scope**

This policy applies to all Library-organized and co-sponsored events that are offered to the public by Toronto Public Library.

This policy does not apply to:

- events that are developed only for special purposes such as donor recognition, fund-raising; media conferences; and
- programs offered by other organizations on library premises where space is rented under the terms and conditions of the *Auditorium, Meeting Room and Theatre Rental Policy*.

### **Specific Directives**

Program planning must include:

- ◆ a review of local community needs, including statistical and demographic information;
- ◆ previous program experience;
- ◆ participant evaluation;
- ◆ consideration as to whether the Library is the most effective and appropriate agency to deliver particular programs; and
- ◆ further consideration as to the availability of Library resources including staff, to deliver the program.

Programming priorities must be established annually and approved by the Director.

Library programs are generally open to any members of the public with the exception that the person in charge may limit attendance based on the terms of reference of the program, for example, age; or, due to space limits.

Ongoing programs (e.g. Toddler Times) will be evaluated annually. Others will be evaluated upon completion of a program, or a program series.

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience.

Programs may be developed in response to requests from the City in support of specific City service goals.

All co-sponsored programs are subject to the requirements of this policy.

Programs are subject to all guidelines contained in the TPL Programming Procedures Manual.

### **Accountability – Roles and Responsibilities**

The Director, Branches, the Regional Directors, and the Director, Research and Reference Libraries are responsible for the delivery of programs that reflect the service needs and interests of local communities. The Director, Policy, Planning and City-wide Services is responsible for programs initiated by staff in that department. This responsibility includes, but is not limited to, the allocation of program budget, the development of program priorities and training.

The Director, Marketing and Communications is responsible for the delivery of designated events and programs that are of strategic communications significance, e.g. programs planned with the Ministry of Culture, Heritage and Libraries Branch, Toronto Public Library Celebrates Reading Award. This includes, but is not limited to, the allocation of the related program budget, the development of program priorities, and training.

The Directors of Marketing and Communications; Branches; Research and Reference; Regional Directors and Policy, Planning and City-Wide Services share responsibility for events that are of shared local and/or strategic interest, e.g. Strategic Planning meetings; March Break programs.

The Directors are accountable for ensuring compliance with the Programming Policy in their respective areas.

## **Appendices**

Appendix 1: Enquiries

Appendix 2: References

## **Appendix 1**

### **Enquiries**

All enquiries about this policy should be directed to Director, Branches; Director, Research and Reference Libraries; Regional Directors and/or Director, Marketing and Communications.

## **Appendix 2**

### **References**

1. TPL Strategic Plan 2004-2007
2. TPL Programming Procedures Manual