



MONTROSE REGIONAL LIBRARY DISTRICT PROGRAM POLICY

Adopted 11/1/2021

Revised 4/14/2025

MISSION

The Montrose Regional Library District (MRLD) fosters community by providing resources, encouraging reading, and supporting lifelong learning.

Purpose of the Program Policy

The Program Policy, approved by the Board of Trustees, outlines our mission, vision, and goals of our strategic plan as it pertains to programming. As a living document, it assures that programming reflects community needs.

Statement of Policy

Ultimate responsibility for programming at the Montrose Regional Library District (MRLD) rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to appropriate departmental staff. Staff who present programs do so as part of their job.

Definition of a library program: A program is any planned event for which participants are introduced to a broad range of informational topics as well as library services or activities, which may be of a cultural, recreational, or educational nature.

Criteria

MRLD staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Relation to library collections, resources, exhibits and programs

Guidelines

MRLD staff use the following guidelines in making decisions about program topics, speakers, and accompanying resources:

- Programs are offered free of charge to all patrons regardless of age, race, religion, familial beliefs, sexual orientation, gender identity, or political affiliation.
- Staff will make every attempt to accommodate all who wish to attend a program.
- Staff may limit attendance or determine attendance on a first-come, first-served basis,

either with advanced registration or at the door. Some programs may be limited to age-specific audiences.

- Staff participation in a program does not constitute or imply an endorsement of its policies, beliefs, or subject matter by any library personnel or by the organization.
- MRLD does not offer programs of a commercial nature. Representatives of businesses and for-profit enterprises can be presenters in library-sponsored events; however, any information must be of general interest. MRLD permits presenters to have business-related materials or other information available for attendees to pick up if interested.
- MRLD may permit the sale of books written by speakers or recordings by performers in conjunction with a library-sponsored program.
- MRLD may offer educational, entertaining, or culturally relevant programs; however, the library will not offer programs that are strictly commercial, political, or religious in nature.
- Staff may take pictures or images of library-sponsored programs.
- Staff may require program attendees to sign a waiver form to participate in programs.
- MRLD handles concerns, questions, or complaints about library-initiated programs according to the same written policies and procedures that govern reconsiderations of other MRLD resources.
- Community members can reserve a meeting room for presenting their own programs. MRLD does not sponsor these community programs, nor does MRLD provide marketing or promotional assistance for community-hosted programs.
- The library will also offer virtual programs to reach the greatest volume of patrons. Patrons will access virtual programs from their own devices. Virtual programs may run solely online or simultaneously with one at the physical library. MRLD makes no guarantees that every patron will be capable of accessing library programming virtually using their personal devices or internet connections.