



Programming Policy

Programming at Auburn Public Library

As part of its mission, the Auburn Public Library provides programs that promote social engagement, creativity, personal enrichment, and lifelong learning for all community members and visitors. The Library strives to offer a variety of programs for all ages that reflect the community's interests, encourage library usage, promote library materials, and extend library services to the community. Library programs may be offered onsite as well as at locations outside the library. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs or content by any library personnel or by the Town of Auburn.

Responsibility for Program Development

Ultimate responsibility for programming at the Library 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. Programming librarians are guided by this policy and utilize professional skills, collections, equipment, facilities, and feedback from the community in planning and delivering Library programs.

Program Criteria

The Auburn Public Library defines a program as an activity or event in a group setting, developed to meet the educational, social, recreational, cultural, or informational needs of an anticipated audience in the community. The Library seeks to provide inclusive programming and does not discriminate based on any class protected by local, state, and federal law.

When making decisions regarding program content, presenters, and related resources, Library staff will consider a variety of factors, including but not limited to:

- Relevance to the Library's mission, strategic plan, and service goals
- Community needs and interests, including feedback and suggestions from Auburn residents
- Potential to promote, supplement, and encourage the use of Library collections and resources
- Historical, cultural, or educational significance
- Availability of program space
- Budget

Grant funded programs may be subject to the regulations of the grantor.

Outside presenters will be selected by program planners after careful consideration of their experience and expertise, relevance to the Library's mission, and cost. Anyone interested in presenting a program may submit a proposal that will be reviewed by Library staff using this policy as a guideline. Submitting a proposal is not a guarantee of program selection.

All presenters must abide by Library policies. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's staff and secure staff approval before distributing any promotional materials.

Library programs **cannot** be used to directly further commercial, religious, political, or partisan purposes. Presenters, whether individual or organizational, shall not use a Library program to petition, advertise, or recruit members or customers. Presenters are permitted to have business-related cards, brochures, flyers, or other information available for attendees to pick up if interested, but presenters cannot distribute these materials as part of the event. Presenters may receive permission to sell their creative works as part of a Library program at the discretion of the Library Director.

Program Attendance

All Library programs are free and open to the public. Programs targeted toward specific audiences are to be publicized as such. For programs designated for specific age groups, attendance will be limited to the intended audience (and their caretakers when applicable). Caregivers are required to oversee their charge's behavior during programs. The library reserves the right to deny entry or remove from the program any individual who acts disruptively towards other attendees or the presenter, or who otherwise violates the library's appropriate library use policy.

Decisions concerning a program's intended audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event. When required, registration for programs is available on the online calendar or through calling the Library during operating hours.

For registration purposes:

1. Registration will begin on the day and time specified on the library website.
2. Where registration is required, each program participant, including accompanying adults when specified, must be registered.
3. Registration is done on a "first come, first serve" basis. If all slots have been filled, there may be a waitlist. Should a slot open up, the library staff will contact the names on the list in order.
4. Registered patrons must cancel their registration if their plans change and they are unable to attend, as many programs have a waitlist.
5. No-shows, latecomers, and chronic cancellations may result in getting waitlisted for future programs.
6. When partnering with outside presenters or organizations, the Library handles all registration processes for programs. Outside presenters cannot conduct attendee registration.

If an event needs to be cancelled, all reasonable efforts will be made to contact registered attendees ahead of time. For events without registration, cancellations will be posted on the library's calendar, social media accounts, and other appropriate communication channels.

Event Management

All content of presentations is the intellectual property of presenters and may not be recorded without their explicit permission.

The Library will not be held liable for the consequences of any information presented by a speaker during a library program. The Town of Auburn assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals, while attending a library-sponsored program.

The library makes every effort to accommodate program attendees. Those attendees requiring accommodations pursuant to the Americans with Disabilities Act (ADA) should contact the Library Director with their required accommodations at least two weeks in advance of the event they wish to attend. The library may be unable to accommodate patrons without enough advance notice.

Library staff have the authority, at their discretion, to make immediate decisions regarding interpretation and enforcement of policies in order to ensure the safety and comfort of all library patrons and staff.

Reconsideration of Library Programs

The Auburn Public Library adheres to and supports the Library Bill of Rights and the Freedom to Read Statement which state that censorship is purely an individual matter. While anyone is free to reject programs and other materials that they do not approve of for themselves, an individual cannot exercise this right of censorship and restrict the freedom of other persons to participate in library programs or use library materials.

Reconsideration Procedures

Concerns about programs offered at the Auburn Public Library may be expressed by completing a Request for Reconsideration of Library Programs form (Appendix A) and returning it to the Library Director at 369 Southbridge Street, Auburn, MA 01501. Patrons submitting a Request for Reconsideration will be given a copy of this Programming Policy, the ALA Library Bill of Rights, the ALA Freedom to Read Statement, and the ALA Freedom to View Statement (Appended to this policy). Anonymous submissions will not be considered, nor will submissions from individuals or stakeholders not residing in Auburn, Massachusetts. During this process the library programs remain in the library's offerings.

A request for reconsideration will be reviewed by the Library Director or their designee, who will respond in writing to the patron initiating the request. The patron may choose to appeal the decision to the APL Board of Trustees. Such appeal must be made in writing and delivered to the Library Director. The decision of the Board of Trustees will be final. Once a program has undergone the reconsideration process it will not be reviewed for reconsideration again within the following 12 months.

Approved by the Library Board of Trustees 9/3/2026

Auburn Public Library
369 Southbridge Street | Auburn, Massachusetts 01501
(508) 832-7790
<http://www.auburnlibrary.org>



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Reconsideration of Library Programs Request Form

Upon completion, this form should be returned to the Director of the Auburn Public Library, either electronically to the Director's email, in person, or mailed to the library.

All persons submitting requests must be at least 18 years of age and a **current** resident of Auburn, MA.

Please be sure you have read our *Programming Policy* prior to submitting a request.

*This form must be completed in its entirety before a review will take place.

Requestor Information

Name _____ Date _____

Address _____

Email address _____ Phone _____

Preferred method of contact _____

Are you completing this form on behalf of an organization? Yes ____ No ____

If Yes, which Organization? _____

Program in Question

Title of program _____

Presenter (if applicable) _____

What population is this program intended for? Adults ____ Teens ____ Children ____ General ____

Have you previously attended this program in its entirety? Yes ____ No ____

If not, what program information did you review? _____

What brought this program to your attention? _____

What action are you requesting? _____

What concerns you about this program? Please be thorough. _____

Do you see anything valuable about this program? _____

Are you aware of the critical opinion (for example, Cultural Council) of this program? _____

What other programs of quality or relevance on this subject would you recommend?

Is this your first request for reconsideration?

Thank you for completing this Reconsideration Form
Your responses will be reviewed by the Library Director or their designee within 2-4 weeks.
If additional information is required, you will be contacted.
You will be notified of the results of your reconsideration request.