

## Public Programs Policy

The staff of the Reuben Hoar Library selects, plans, and presents programs and events that provide opportunities for lifelong learning, cultural enrichment, literacy support and community connection.

### All Library sponsored events

- Are open to the public.
- May be held on site at the Library or off site.
- May feature performers selected by Library staff.
- Will limit attendance if necessary so as not to exceed the capacity of its space as determined by the fire code.
- May be designed for and limited to a specific audience, age, or grade level.

In some cases, the nature and success of a program may require a limited attendance based on age, for example, programs intended for children and teens that are geared to their interests and developmental needs. Ultimate responsibility for programming rests with the Library Director, who in turn, delegates program management responsibility to the Assistant Library Director, the Teen Librarian, the Children's Librarian and other designated staff. The Library entrusts staff and presenters with determining the age limits for programs they have planned and supports restrictions that both ensure the safety of participants and guarantee the best possible experience appropriate to the intended purpose of the program.

Publicity for age-restricted programs will always indicate those restrictions. Standard age restrictions are:

- **Ages 0-5:** For infants, toddlers, and preschoolers participating with their caregivers only.
- **Ages 6-11:** For school-age children mostly with caregiver supervision. All children 11 and under must be attended and adequately supervised by a responsible caregiver who is at least 12 years old, remains nearby, and is able and willing to provide adequate care.
- **Ages 12-18:** Children 12 or older using the Library independently do not need caregiver permission to use the Library or attend Library programs.
- **18+:** For adults only.
- **All Ages:** For all ages, with appropriate supervision of children age 11 and under by a patron 12 years or older

Exceptions to these standard age restrictions may be made by the Library Director on a program-by-program basis when necessary. Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event. In keeping with Massachusetts General Laws (Chapter 78, Section 7) names of registrants are confidential. Program presenters may ask attendees to voluntarily provide their names at the time of the program.

## **Ticketing or Registration**

Some events may require tickets or registration and, in rare instances, may require a fee in order to:

- o Conform to the capacity of the venue.
- o Ensure the audience meets all requirements.
- o Allow the presenter to adequately prepare for the number of people attending.
- o Ensure the success of the program.

## **Waitlists**

For high-demand events, we may create a waitlist in lieu of allowing walk-ins. The waitlist will be activated as soon as registration is full. Should spots become available, we will make every effort to notify waitlisted patrons in time for them to attend the event. If an event has a waitlist, walk-ins will not be allowed.

Performers or authors may sell books as part of a library program. Sale of any other products or business promotional materials at library programs is not permitted.

## **Event Management**

Even in the event of preregistration, the Library does not guarantee seating once a program has begun. If the event does not have a waitlist, walk-ins may be allowed to fill unclaimed spots. In compliance with the Americans with Disabilities Act (ADA), we will make sure there are seating and auditory support devices available for anyone who needs accommodation.

The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Program topics, speakers and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers. In keeping with the American Library Association [Bill of Rights – Access to Resources and Services to Minors](#), parents/guardians, not the library, are responsible for monitoring attendance of their children at library programs.

Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. 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.

## **Request for Reconsideration:**

The choice to attend library programs by users is an individual matter. While a person may reject a program for themselves, they cannot exercise censorship to restrict access by others.

Any resident of the Town of Littleton that has a concern regarding the selection of a program offered at the Library may be expressed by filling out a Request for Reconsideration form. Anonymous submissions will not be considered, nor will submissions from individuals or stakeholders not residing or located in Littleton, MA. During the reconsideration process, the program will remain available at the Library. A formal review of any event is initiated only upon the submission of a [Request for Reconsideration form](#) completed in its entirety at least two weeks prior to the program. 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 Board of Trustees. The decision of the Board of Trustees will be final.

Approved by  
Reuben Hoar Library Trustees  
October 10, 2025