

Library Program Policy

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Library Programs

Purpose

The Babcock Library's *Library Program Policy* provides a basis for the library programs and library displays curated by Babcock librarians. This policy also informs the public about the principles and criteria upon which decisions for displays are made, and promotes the purposes of the Babcock Library's mission, which is:

The mission of the Babcock Library is to provide a welcoming and accessible environment for people of all ages pursuing lifelong education, technical support and knowledge, leisure and social interaction, and enrichment opportunities by offering expertise, resources, services, and experiences in a wide variety of formats.

Definition of a Program

A library program is a program offered to the public that is planned and facilitated by the public library staff members of the Babcock Library.

Library displays and programs are created or curated by librarians, and must follow the Babcock Library's *Library Display Policy* and Babcock Library's *Library Program Policy*.

Displays and programs may originate from members of the Ashford community and other non-profit or civic groups. Acceptance of a display or program by Babcock Library from members of the Ashford community and other non-profit or civic groups does not constitute an endorsement by the Babcock Library of the content of the display or program.

Programs may be provided in-person, virtually, or a combination of both. Programs may be held on the site of the Babcock Library, within Knowlton Memorial Hall, at an off-site location, or virtually.

Roles and Responsibilities

The Babcock Library Board of Trustees delegates development, presentation, and oversight of programs to the Library Director.

The Library Director is responsible for strategic program planning, budgeting, scheduling, and oversight of programs. Designated other public library staff members may be responsible for planning program concepts, design, and delivery.

Program Selection

Program selection is based on meeting the interests of the community and the availability of resources. Programming objectives are to promote lifelong learning, creativity, and community involvement, information literacy, educational and intellectual pursuits, and recreational, cultural, and social activities.

- All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.
- Library displays and programs are provided for the interest, information, and enlightenment of all residents.
- Library displays and programs should represent a wide range of varied and diverging viewpoints.
- Library displays and programs provide access to content that is relevant to the research, independent interests and educational needs of residents.
- Library displays and programs are important as a resource for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by Ashford residents.
- Babcock Library librarians are professionally trained to curate and develop displays and programs.
- Babcock Library will not offer programs of a purely commercial nature or designed for the solicitation of business.
- Babcock Library programs will not support or oppose a specific political candidate or specific organized religion.

Program Development, Coordination, and Supervision

All programs developed, coordinated, and sponsored by the Babcock Library must follow this Babcock Library's *Library Program Policy*.

Program Access

All Babcock Library programs are open to the public and are free of admission fees. Attendance is on a first-come, first-served basis. There may be an option or requirement to pre-register for an event, in which case registrants have preferential admission. Programs designed and promoted to specific age groups will prioritize admission for the targeted age group.

Programs for attendees under the age of 12 require a designated adult caretaker to also attend. This is in accordance with CT State Law, 53-21 a-c, where any child under the age of 12 must have a responsible family member or caregiver in the building while the child is using the Babcock Library. The “building” is where the program is being held.

Virtual Programs

Babcock Library programs may be offered using a library-approved virtual meeting platform, such as ZOOM, that registered attendees may use to access the program from their personal internet-enabled devices. Some virtual programs may be recorded, and in such instances, attendees will be notified at the start of the program that it will be recorded. To enable access to virtual programming, attendees will need to register in advance to ensure they’re given official access to the program. The official access information will be communicated via email to the registrant.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. Babcock Library will make a good-faith effort to utilize platforms that will be compatible with the most common hardware and software. Babcock Library is not responsible for an individual's poor internet connectivity, failure of the individual's equipment, or the individual's lack of access to internet service.

Program Materials

Program materials utilized as part of a program will be available by or through the Babcock Library. Books, CDs, DVDs, or other materials related to the content of a program or presenter may be offered for sale at Babcock Library programs as a convenience to attendees.

Program Evaluation

Program attendance statistics are collected and tracked as a means to evaluate the demand for programs and for future program considerations. Statistics are also provided to the CT State Library to measure library utilization. Outcomes, such as how well the content of a program helped attendees learn about the program’s topic, may be gathered at times when such data is required or to help plan future programs.

Library Material Review and Reconsideration

The Babcock Library limits consideration of requests to reconsider material, displays, or programs to individual residents of Ashford, Connecticut.

No library materials, display, or program shall be removed, or programs cancelled, because of the origin, background, or viewpoints expressed in such materials, display or program or because of the origin, background, or viewpoints of the creator of such material, display or program.

The completion of the Babcock Library's *Request for Reconsideration of Babcock Library Materials* form does not guarantee either accession to the collection or removal from the collection, but does ensure library staff acknowledgement of user opinion, interests, and concerns. The library limits consideration of requests to reconsider materials, displays, or programs to individual residents of Ashford.

Library materials, displays, and programs shall only be excluded for legitimate educational purposes or for professionally accepted standards of collection maintenance practices adopted in the Babcock Library's *Collection Development and Maintenance Policy* or the Babcock Library's *Library Display Policy* or the Babcock Library's *Library Program Policy*.

No library materials, display or program shall neither favor or disfavor any group based on protected characteristics. Reconsideration requests are not confidential patron records under section 11-25 of the general statutes of Connecticut.

The Babcock Library's *Library Material Review and Reconsideration Policy* and *Request for Reconsideration of Babcock Library Materials* form are available on the [Babcock Library website](#) and directly from the Babcock Library Director.

Library Program Policy Review

Babcock Library's *Library Program Policy* will be reviewed for updates no less frequently than every three years from the date on which the Babcock Library's *Library Program Policy* is approved by the CT State Library and Babcock Library Board of Trustees.

CT Public Act No. 25-168, Section 323

No principal public library shall be eligible to receive a state grant in accordance with the provisions of subsections (b), (c) and (d) of this section if such principal public library does not maintain and adhere to a collection development, collection management and collection reconsideration policies and maintenance policy, a library display policy and library program policy and a library material review and reconsideration policy that have been approved and adopted by the board of trustees or other governing body of such library pursuant to section 321 of this act. Such collection reconsideration, material review, and reconsideration policy shall

offer residents a clear process to request a reconsideration of 487 of 745 Public Act No. 25-168 House Bill No. 7287 library materials. In the instance of a book challenge, these policies shall govern.

Definitions

Library and other educational material means any material belonging to, on loan to or otherwise in the custody of a public library, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material and software.

Public library staff member means a staff member of a public library, a public librarian, any staff member whose assignment is in the public library or any individual carrying out or assisting with the functions of a public library.

Individual with a vested interest means any individual residing in the town in which the public library is located or the town in which the contract library is located at the time a *Reconsideration Form* is filed.

Remove means deliberately taking library material out of a library's collection. "Remove" does not include the process of clearing (weeding) such a collection of any materials that are no longer useful.

ALA Library Bill of Rights, Freedom to Read, and Freedom to View Statements

[Library Bill of Rights](#)

"Library Bill of Rights", American Library Association, June 30, 2006
<https://www.ala.org/advocacy/intfreedom/librarybill> (Accessed August 29, 2025)
Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

[Freedom to Read Statement](#)

"The Freedom to Read Statement", American Library Association, July 26, 2006
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed August 29, 2025)
Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

[Freedom to View Statement](#)

"Freedom to View Statement", American Library Association, May 29, 2007
<https://www.ala.org/advocacy/intfreedom/freedomviewstatement> (Accessed August 29, 2025)

