Jack Russell Memorial Library
Programming Policy

The Jack Russell Memorial Library (JRML) supports its mission of providing information and resources to Hartford citizens by developing and presenting programs that provide opportunities for educational, cultural, and recreational experiences. Library programs help accomplish these goals:

- Expand the library's role and visibility as a community resource
- Introduce patrons and non-users to library resources and services
- Provide opportunities for lifelong learning and entertainment

Ultimate responsibility for library programming rests with the Library Director, who administers the library under the authority of the Board of Trustees. The Director may delegate authority for program management to assigned library staff.

The JRML is committed to open access to information and ideas; it does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute endorsement of the content or views expressed by speakers or participants. Library-sponsored programs are not used for commercial, religious, or partisan purposes.

JRML draws upon other community resources in developing programs, utilizing staff expertise, collections and services. In addition, the Library actively partners with community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. External organizations or individuals partnering with JRML on programs are expected to coordinate marketing efforts and share program expenses.

Program activities may include (but are not limited to) story times, summer reading programs, speakers, movie screenings, technology information sessions, and book discussion groups. Staff who present programs do so as part of their employment at JRML. Professional performers and presenters may be hired for library programs. Performers and speakers will not be excluded from consideration because of their origin, background, views, or because of possible controversy. Animals that are part of library-sponsored programs will be accompanied at all times by their handler and/or trainer.

Programs may be held on site or off-site. Any sales of products at library-sponsored programs must be approved by the JRML.

These criteria are used in making decisions about program topics, speakers, and accompanying resources:
- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Quality of presentation
- Speaker's background and qualifications in the content area
- Budget
- Historical, educational or cultural significance
- Connection to other community programs, exhibitions or events

JRML reserves the right to:
- Limit attendance at events due to space considerations and based on the nature of the program

Approved by the Jack Russell Memorial Library Board July 11, 2018

- Set age limits for library-sponsored programs
- Deny attendance to anyone who is disruptive or who violates JRML's Code of Conduct Policy

Parents of children under age 10 are expected to attend any program at which their child is present. Children left unsupervised are subject to provisions of JRML's Safe Child Policy.

Program participants should expect that photographs and videos will be taken at library–sponsored programs and may be used in JRML's marketing materials, including social media and web sites. Participants may request in writing that their image not be used by the library.

JRML assumes no responsibility for loss or damage to personal property at any library event.

JRML welcomes expression of opinion from patrons concerning programming. Feedback may be given to library staff in person, over the phone, through email or social media, or by completing the "Contact Us" form on the library's website.

Groups and individuals may reserve the Community Room and/or Conference Room for private events and/or meetings in accordance with JRML's Meeting Room Policy. Such private events and/or meetings are not library-sponsored and JRML is neither responsible for the content of such programs nor affiliated with the groups presenting them.