



Mystic & Noank
LIBRARY

Program Policy

Adopted 10.28.2025

Purpose

The Mystic & Noank Library ("the Library"), in keeping with its mission of supporting the intellectual, creative, and cultural interests of its community and visitors, develops and presents programs that provide information, learning, and entertainment. Programming is an integral component of Library services, complementing its collections and services. These programs are intended to be educational, informational, or cultural in nature and must not serve as promotional platforms for commercial products, services, or personal gain. The Library fosters a broad range of perspectives and topics, encouraging voluntary inquiry, free expression, and the free exchange of ideas. By offering open access to diverse viewpoints, the Library empowers residents to explore ideas that shape our society. While the Library supports such diversity, it does not endorse the views expressed in any particular program or by any individual presenter. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Definition of Program

A **Library program** is a free program or event, virtual or in-person, planned by the Library staff, Friends, trustees or the programming committee for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators or performers and may be presented in collaboration with local community members and organizations. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program.

Scope

This policy applies to all Library programs.

Roles and Responsibilities

- Ultimate responsibility for programming at the Library rests with the Executive Director and the Assistant Director ("ED/AD"), who may delegate responsibility to staff and to the Program Support Committee. They are responsible for approving programs, ensuring alignment with the Library's mission, and evaluating program outcomes.
- Designated Library staff, including professionally trained librarians, are responsible for the planning, scheduling, coordination, delivery, and supervision of Library programs. Their professional expertise ensures that programs are thoughtfully curated to meet the educational, cultural, and informational needs of the community. Staff may initiate program ideas or collaborate with community partners, presenters, or the Program Support Committee.
- Attendees are expected to comply with the Library's Code of Conduct while participating in any program.

- In the case of **co-sponsored programs**, responsibilities for delivery and supervision may be shared or delegated to the partnering organization, as appropriate

Procedures

Criteria for Program Selection

The Library strives to present programs that are educational, informational, cultural or recreational. Programs may not be used for solicitation or for partisan purposes, whether commercial, political, religious, or otherwise. Library sponsorship or co-sponsorship of a program does not constitute an endorsement of the content, views, or opinions expressed by presenters or participants. Topics, content and scheduling of Library programs are developed with consideration to;

- Community needs and interests
- Availability of program space and/or suitability of program for virtual presentation
- Historical, cultural, or educational significance
- Treatment of content for the intended audience
- Relation to library collections, resources, exhibits and programs
- Presentation quality
- Presenter background qualifications in content area
- Budget

Program Development, Coordination and Supervision

Library programs may originate from Library staff, program support committee volunteers, Friends, trustees, partnering organizations or institutions or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored and co-sponsored by the Library should abide by this policy regardless of where they are hosted.

Distinction between Library-Curated and Public-Proposed Programs

Library-curated programs are developed and selected by professionally trained staff in alignment with the Library's mission and programming criteria. These programs are guided by professional standards, community needs, and the Library's commitment to intellectual freedom, accessibility, and educational value.

In contrast, programs proposed by community members or partner organizations are subject to review and approval by Library staff to ensure consistency with the Library's goals, policies, and standards. While the Library welcomes public collaboration, inclusion of such programs does not imply endorsement and must meet the same criteria for quality, neutrality, and relevance.

Program Accessibility

Library programs are free and open to the public on a first-come first-serve basis. Registration may be in advance online or at the door. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program using the **Accommodation Request form**.

Virtual Program Delivery

Some Library programs may be offered using a Library approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events. Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program. Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program. Patrons attending virtual programs are expected to adhere to the Library's [Code of Conduct Policy](#) and failure to do so may result in their immediate removal from said program. The Library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk. Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

Program Materials

Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a Library program as a convenience to attendees.

Program Evaluation

To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

Requests for Reconsideration of Library Resources

The Library limits consideration of requests to reconsider materials, displays, or programs to individual residents of Groton and Stonington. Concerns or questions should first be addressed to the Executive Director or the Assistant Director ("ED/AD"). If this does not resolve the issue, a [Request for Reconsideration of Library Resources form](#) should be filed at the Library.

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.