



Dobbs Ferry Public Library

55 Main Street, Dobbs Ferry, NY 10522

(914) 693-6614

www.dobbsferrylibrary.org

Program Policy

The Dobbs Ferry Public Library strives to be a responsive and accessible library that serves as a conduit for the pursuit of learning, growth, and human connection. To support our mission, the Library offers programs to the public that encourage learning, personal growth, and create connections. The Library endeavors to provide programs that reflect the community's diversity and are designed to be inclusive, accessible, and safe.

Programming is an integral component of library services that:

- Expands the Library's role as a community resource
- Introduces people to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

The responsibility for library programs is delegated from the Library's Board of Trustees to the Library Director, and under their supervision, to the professional staff.

The criteria for selecting and developing programs are:

- Community needs and interests
- Availability of program space
- Availability of Library staff
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget, feasibility, and risk management
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

The Library endeavors to include a broad spectrum of opinion and viewpoints in Library-initiated programs and exhibits. Community input strongly influences programming.

The Library hosts programs both presented by our employees and outside presenters. Professional performers and presenters that reflect specialized or unique expertise may be hired and compensated for their time and talent. All Performers and presenters will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Programs that the Director deems dangerous to participants, staff or the building will not be allowed.

All external program presenters are required to indemnify the Library (including the Board, employees, and agents of the Library) against any damages, claims or liability arising in connection with the presentation of a program. Payment to external program presenters will only be made when the following conditions are met: Library has received a signed program contract, the program has been completed and executed per the signed program agreement.

We encourage partnership with other agencies, organizations, educational and cultural institutions, and/or individuals to develop and present co-sponsored public programs. Partnering organizations and individuals must coordinate marketing efforts with the Director.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the facilitators, presenters, program co-sponsors, and/or participants.

Any sales of products at Library programs must be approved in advance by the Board of Library Trustees. Presenters may publicize their private services or upcoming events. Presenters may not collect personal information from attendees, nor may they solicit.

All programming shall be staffed by no less than two adults who work within visual range of each other; in no event shall any employee or volunteer work alone on any programming in affiliation with the Library.

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. Programs may be held on-site or online. Every attempt will be made to accommodate all who wish to attend a program. The Library will ask for permission to use images of attendees prior to use for promotional purposes.

To see our policy on outside groups using our meeting rooms please see our [Meeting Room Policy](#).

[Program Agreement Form](#)

Adopted by the Board of Trustees December 11, 2024