



Hollis Social Library • 2 Monument Square • Hollis, NH 03049
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Hollis Social Library: Program and Event Policy

I. General Statement

The Hollis Social Library offers programs and events in keeping with the Library's mission: To connect patrons with informational, cultural, and recreational resources to enrich life, promote literacy, inspire intellectual curiosity, support lifelong learning, and stimulate the imagination.

Library programs and events will be planned to meet the interests and needs of community members and will represent the wide range of ideas and views contained in the Library's materials collection. They will represent the Library's philosophy of free access to information.

The ultimate responsibility for selection of Library programs rests with the Library Director, who operates within the framework of the policies determined by the Board of Trustees. The Library Director, in turn, delegates the authority for program management to the appropriate Library staff.

Please note: This policy refers to programs sponsored, or co-sponsored, by the Hollis Social Library and not to community groups meeting at the Library. Use of the Library's Meeting Room must adhere to the Library Meeting Room Policy.

II. Programming and Events

1. In developing and delivering programs, the Library staff utilizes staff expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources.
 - a. Relation to Library mission and service goals
 - b. Community needs and interest
 - c. Presentation quality and treatment of content for intended audience
 - d. Presenter background/qualifications/reputation
 - e. Availability of program space
 - f. Budget and staffing considerations
 - g. Connection to other community programs, exhibits or events.
2. In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. The Library defers to the presenters and/or the Library staff person planning the program to

determine the age limits for programs. The Library will never limit program attendance due to program topic.

3. The Library reserves the right to limit the number of registered attendants to any Library program when safety or the success of a program requires it. For programs where space is limited, priority is given to Hollis Social Library cardholders.
4. The Library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the Library's mission and vision. Co-sponsored programs must include involvement by Library staff in the planning of program content and adhere to the policies set forth by the Board of Trustees. All marketing materials must be approved by Library Director prior to publication.
5. All programs at the Library are open to the public and normally offered free of charge. A fee may be charged for certain types of programs at the discretion of the Board of Trustees and tickets may be sold for special Library events.
6. No individual or organization who appears at the Library for public attendance is allowed to ask for donations, make information about their services available after the presentation or sell their product or services during their presentation or during their time at the Library except at the discretion of the Library Director.
7. Library programs are not used for commercial, religious, or partisan purposes or for the solicitation of business. Seasonal programs may be offered. The Library will endeavor to provide programs that reflect the community's diversity.
8. The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in Library promotional outlets, and for evaluation purposes. If the Library takes photos of minors during programs for promotional purposes, a photo release form may be required from the parent or guardian, per Library policy.
9. Library sponsorship (or co-sponsorship) of a program does not constitute or imply an endorsement by the Hollis Social Library, or Library staff, of the content of the program or the views expressed by participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy.
10. All program attendees are expected to adhere to the Library's code of conduct. Behavior that disrupts programs or violates Library policy may result in removal from the event.
11. The Library reserves the right to modify or cancel programs due to weather, low enrollment, presenter unavailability, or other unforeseen circumstances. When possible, registered participants will be notified.
12. Library-sponsored virtual or offsite events are subject to the same standards and policies outlined in this document.

III. Children's and Young Adult Programs

1. The Hollis Social Library assumes no responsibility for children of any age while at the Library. Library staff are not responsible for the safety of unattended children.
2. When attending children's and young adult programs at the Library:
 - a. A child 5 years old or younger must be accompanied at all times by their parent/caregiver.
 - b. Children who are 6-10 years old may attend an age appropriate program unaccompanied by their parent or guardian, but the adult must stay in the Library during the program unless otherwise stated in the program description. Parents or guardians must pick up their child promptly at the conclusion of any event or program.
 - c. Children who are 11+ years old may attend an age appropriate program unaccompanied by their parent or guardian. The child must know how to reach the adult should the need arise and needs to abide by their parents or guardians' rules pertaining to leaving Library programs or the Library.
 - d. Many programs are designed for specific age groups to ensure enjoyment by all attending. The Hollis Social Library defers to the program presenters, and Library staff, to determine the age limits for these programs and supports these guidelines for the convenience of all.

IV. Request for Reconsideration of a Library Program

1. The Hollis Social Library recognizes that some program topics are controversial and that any given program may offend some patrons. Selection of program topics and speakers will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
2. Patrons requesting reconsideration and removal of a Library program or event may submit a Request for Reconsideration form to the Library Director. The form is available on the Library website or as a hardcopy at the Circulation Desk.
3. The procedure for responding to the written request shall be as follows:
 - a. The form shall be sent to the Director who will initial and date it. The Director will mail a letter to the patron to acknowledge receipt of the form.
 - b. The Director will appoint a Review Committee consisting of the Director, the selector, and other Library staff as the Director deems advisable but the Review Committee shall consist of a total of three (3) persons. Each committee member will be provided with a copy of the request and will review the program/event in question in relation to the Library's mission and policies.
 - c. The Review Committee shall convene to discuss their individual assessments no more than 15 business days after the Request for Reconsideration is received. At no time will Review Committee assessments be provided to the challenger. The program in question will not be cancelled during the reconsideration process.
 - d. If the Committee majority disagrees with the challenger, the Director will then issue a written decision to the challenger and note that the program/event will be held. The challenger will also be informed of their right to appeal the decision to the Library Board of Trustees.
 - e. If the Committee majority agrees with the challenger, or the challenger appeals the initial decision to the Board of Trustees, the Director will notify the Trustee Chairperson and immediately provide each trustee with copies of the Request for Reconsideration and Review Committee assessments.

- f. The Board of Trustees will address the request for reconsideration at their next regularly scheduled Board of Trustees meeting. The program in question will not be cancelled during the reconsideration process. The Board of Trustees shall handle each request keeping in mind the Library's policies, Library Bill of Rights, and the Library-initiated Programs as a Resource: An Interpretation of the Library Bill of Rights by the American Library Association.
 - g. The Board's discussion and vote shall be held at a public Board meeting. A written assessment and decision of the program/event shall be executed by the Board, one copy sent to the challenger and one to be kept on file at the Library.
 - h. Decisions of the Library Board of Trustees are final and are made within 60 days of receipt of the request.
4. Reconsideration records will be retained for a minimum of five years.

V. Policy Review

- 1. This policy shall be reviewed every two years by the Library Director and Board of Trustees to ensure accuracy and relevance. It may also be reviewed at any time should the need arise.

Approved: September 12, 2022

Reviewed/Revised: September 12, 2022, March 10, 2024, June 9, 2025

Reviewed by Legal Counsel: August 2022