



Library Presenter Code of Conduct Policy

Library Program Policy

Note: This policy refers to programs sponsored by the Livonia Public Library, not to programs held at the library by community groups.

The library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment.

Ultimate responsibility for programming at the library rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to appropriate departmental staff.

The library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Budget and staff time
- Presenter background/qualifications in content area
- Historical or educational significance
- Connection to other community programs, exhibitions, or events

In addition, the library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. The library is interested in the opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff managing programs for the service areas, the Library Director and/or the Board of Library Trustees. Community members interested in offering a program can refer to the Library Director, Adult, or Children Program Coordinator.

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 library programs, such as where there is a cost for materials to participate in the program. Tickets may be sold for special library events. Registration may be required for planning purposes or when space is limited. Programs may be held on or off site.

Performers or authors may sell books or CDs as part of a library program. Programs sponsored by the Friends of the Library may include the sale of merchandise as a fundraiser to benefit the library. Sale of any other products at library programs is not permitted unless authorized by the Library Director or designee. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.



External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the library's staff and secure staff approval before distributing any promotional materials.

The library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. All Library press releases, and major promotions will bear a statement of this principle. Program topics, speakers and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants or speakers.

Virtual Programs

To reach the greatest volume of patrons and to continue to provide library programming during times when the physical building is not open, the library may also offer virtual programs. These programs will utilize a library approved virtual meeting platform that registered patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at the physical library along with programs that are solely offered virtually.

All library virtual programs will be hosted via the library's virtual meeting account, and the presenter will be made the "co-host". A library staff member set as the "host" will be present for all virtual programs to manage the event and deal with any technological, logistical, or behavioral issues that may arise. While hosting the virtual program, the library will follow standard industry best practices for virtual events such as muting attendees, locking the event after the program has begun, etc.

All virtual programs will require that patrons register in advance, and library staff will e-mail registered patrons a link to log in on the day of the program. Those not registered before the start of a virtual program will not be allowed to attend. Patrons attending library virtual programs are expected to adhere to the Livonia Public Library's Code of Conduct Policy while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation, individuals may also be banned from attending some or all future library virtual programs.

Patrons are required to use their own equipment to attend library virtual programs, and while the Livonia Public Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, the library makes no guarantees that every patron will be capable of accessing library programming virtually using their personal devices or internet connections. Furthermore, the Livonia Public Library makes no guarantees of the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the library host. Finally, while the Livonia Public Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree the library is not liable for any emotional or financial damages that may result from attending a library virtual event.

Livonia Public Library Presenter Code of Conduct

The Library strives to host quality programming that mirrors our commitment to empathy, love and kindness for all people regardless of age, race, religion, or sexual identity. When performing for Livonia Public Library, presenters are to adhere to our Code of Conduct Policy and be mindful that they are serving as a creative extension of an organization that embraces inclusiveness and compassion.



Language that is used should be acceptable for all audiences and age appropriate. It should not single out or marginalize a particular group of people. Refrain from swearing or other offensive language.

Noise and distractions are an expected part of an all-ages program. Should you need to confront a behavioral issue, please be mindful to deal with the child and/or the adults in a positive and respectful manner.

Adopted by Board of Trustees: February 11, 2025