**Programming Policy**

**Minimum Requirements for Branch Programming:**

Dixie Regional Library System branch libraries are required to provide adult and juvenile programming for the local community. The guidelines for programming have been developed based upon the impact of the staffing of the branch libraries. Branch libraries have been divided into two categories. The monthly requirements for programming are specific to the size of the branch library and the community. The goal of this policy is to promote an active schedule of programming in all DRLS branch libraries.

Programs for the adult and juvenile population are designed to meet the cultural, educational, informational, and local interest needs of a community. Participation of a group or individual as a presenter in a library sponsored program does not constitute endorsement by Dixie Regional Library System of the presenter’s objectives or beliefs. No fees may be charged to attend library sponsored or co-sponsored programs. Reimbursement fees for supplies may be collected. At events sponsored by the Library, such as author lectures and musical performances, pertinent items (i.e. books, musical recordings, etc.) may be sold.

Branch staff may ask HQ personnel for suggestions or advice concerning programming.

Branch activities should be reported to HQ each month using P610 Branch Circ. & Activity Report.

**BRANCH DIVISION Minimum REQUIREMENTS**

(Friends of the Library meetings do not count toward requirements.)

**GROUP 1 –** One person branches – **SH, VA, HL**

Monthly Display and/or Bulletin Board

Submit list of monthly activities for the website news page

1 Adult or Juvenile program every month (could be a book club)

1 Outreach program per year\*

1 National Library Week Program

4 Summer Library Programs per summer

**GROUP 2** – Branches with two or more staff persons – **HO, OK, CC, BR, PC**

Monthly Displays and/or Bulletin Boards

Submit one article per month to the county or local paper

Submit list of monthly activities for the website news page

1 Juvenile program every month (could be a book club)

1 Adult program every month (could be a book club)

1 Outreach program per year\*

1 National Library Week Program

4 Summer Library Programs per summer

\* Outreach programs are when a staff member makes a visit or does a program outside of the library building: for example visiting at a school’s open house, beginning of school visit, Library Card Sign-up school visit, classroom or state licensed day care visits, parades, civic group visits, etc. If you are invited by a school or group to speak or present a program, you must make arrangements to go or contact HQ if you cannot attend.