

Trumbull Library Programming Policy

Purpose:

It is the policy of the Trumbull Library System (TLS), in keeping with its mission of promoting knowledge, ideas and cultural enrichment, to develop and present events and programs in keeping with these goals. Library programs are essential for promoting our services and collections, and for making the library a central hub for the community. Library programs are provided for the interest, information, and enlightenment of all residents. Library programs also should represent a wide range of varied and diverging viewpoints. In addition, library programs provide access to content that is relevant to the research, independent interests and educational needs of residents.

We believe that programs are an important resource for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy outlines how the library will develop, manage, and oversee its programs.

Definition of a Program:

Library programs are free events, hosted in-person or online, planned by the Trumbull Library staff to benefit the public. They may be presented by library staff members or by outside facilitators, performers or presenters. The Trumbull Library may also partner with other organizations to bring programs and services to library patrons.

Use of a meeting room by an individual or an organization to hold a public event does not constitute a library program. For more information regarding meeting room use, please consult the Meeting Room Policy. The Trumbull Library does not recognize any attempt by an outside group to present itself as a library “partnered” or “sponsored” program without a formal agreement and approval by the Library Director. Only library programs created or selected by Trumbull librarians are considered library programs.

Scope:

This policy applies to all Trumbull Library programs.

Roles and Responsibilities:

The Library Board delegates development, presentation and oversight of library programs and events to the Library Director and relevant librarians.

The Adult Services Coordinator, Youth Services Coordinator and Fairchild Nichols Memorial Branch manager are accountable for planning, scheduling and implementation of programs within their respective departments.

Designated librarians are responsible for the development, coordination of library programs. The final responsibility for the library program is held by the Library Director, but day-to-day responsibility is shared by librarians throughout the library that are professionally trained to curate and develop programs.

Attendees are responsible for complying with the Trumbull Library's [Patron Conduct Policy](#).

Procedures:

Program Selection:

The Trumbull Library offers educational, informational, cultural, and recreational programs to the community. We use available resources and community needs to determine the topics, content, and timing of these events. Program decisions are based on the suitability of the topic, format, and intended audience, and a program will not be excluded simply because some people might find it controversial.

Library sponsorship of an event does not mean the library endorses the content or presenter's views. We offer programs and displays developed by our staff as well as those presented by community members or groups.

Exclusions:

Commercial programs: The Trumbull Library does not offer programs that are purely commercial or that exist to sell products or services. All library programs are free and must have an educational, informational, cultural or recreational value to the community.

Political programs: The Trumbull Library does not approve or offer programs that support or oppose a specific political candidate or ballot measure. Elected and appointed officials may be invited to speak or participate in library programs and events, either in their official capacity or due to their expertise and experience, as their presence may serve the public interest of the Town of Trumbull.

Religious programs: The Trumbull Library does not host programs that promote or oppose a specific religion. Programs are planned to be inclusive of all cultures and all beliefs. We may offer programs that explore religious themes for cultural, educational or informational

purposes, but not to promote, observe or proselytize a particular religious conviction. Holiday programs are welcome for educational or entertainment purposes only.

Program Development, Coordination and Supervision:

The ideas and themes of library programs may originate from Library staff, partnering institutions or members of the public.

If a program is co-sponsored, the supervision of the program may be delegated to the co-sponsoring organization depending on the venue and timing of the event. All programs, sponsored or co-sponsored by the Trumbull Library, must abide by this policy.

Program Access:

All Trumbull Library programs are free and open to the public. Some programs may require advance registration or allow entry on a first-come first-serve basis. While all programs are free to observe, participation may be limited depending on per-participant resources available. Programs for specific audiences, such as seniors 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.

Fire Marshal maximum capacity room requirements will be followed. The Trumbull Library reserves the right to eject patrons for violating the Trumbull Library's [Patron Conduct Policy](#).

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, Trumbull 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 Behavior Policy and failure to do so may result in their immediate removal from said program. The Trumbull 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 Trumbull 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 Trumbull 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.

Procedures for the Questioning of Library Programs by Patrons:

The library limits consideration of requests to reconsider material, displays or programs to individual residents of Trumbull. Please see our Material Review and Reconsideration Policy and Request for Reconsideration Form for further information on this process.

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.

This policy is subject to change at the discretion of the Trumbull Library Board of Trustees. "In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room."

Adopted by the Trumbull Library Board of Trustees on November 12, 2025