

Programming Statement

Purpose

The mission of the Mid-Hudson Library System (MHLS) is to uphold the public's right to free and equitable access to information and library resources; facilitate economical resource sharing; and promote professional and inclusive library services in partnership with our independent member libraries. The System supports this mission, in part, by developing and offering continuing education and professional development experiences for our member library staff, directors, trustees, and Friends Groups that provide opportunities for information, education, and engagement and has therefore adopted this Programming Statement.

Programming is an integral component of system service that:

- Extends the ability of MHLS to fulfill its mission;
- Introduces the member library audience to system services and resources; and
- Expands the capabilities of member libraries to meet the needs of their community.

Authority

The Executive Director oversees system programming under the authority of the Board of Trustees and guided by the board-approved Plan of Service and annual Action Plan. At the discretion of the Executive Director, programming development and administration may be assigned to qualified staff.

Program Criteria

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

- Member library needs and interests, and relevance to the board approved Plan of Service
- Availability of program space and staff capacity
- Presentation quality and presenter background/qualifications in content area
- Budget
- Educational significance

MHLS programs are designed for a target audience within currently affiliated member library and system stakeholders:

- Library Directors
- Library Workers
- Library Trustees
- Library Friends Group Board Members
- System Staff
- System Trustees
- Members of ad hoc committees of the System Board

Guidelines

- When developing programming, MHLS will work to accommodate and include all members of the intended audience.
- Registration may be required for planning purposes and/or when space is limited.
- MHLS may charge a registration fee for an event.
- MHLS may charge a registration fee for library stakeholders from another cooperative library system.
- Any sales of products at MHLS must be approved by the Executive Director and benefit the System.
- Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
- MHLS reserves the right to cancel a program. Rescheduling is at the discretion of the System.

Outside Presenters

MHLS may partner with other agencies, organizations, educational and cultural institutions, and/or individuals to develop and present co-sponsored events for member library stakeholders.

- Professional presenters that reflect specialized or unique expertise may be hired and compensated for their time and talent.
- MHLS staff who present or facilitate programs do so as part of their regular job responsibilities and are not hired as outside contractors for programming.
- External organizations or individuals partnering with MHLS on programs must coordinate marketing efforts with MHLS staff.

- System sponsorship of an event does not constitute an endorsement of the content of the program or the views expressed by facilitators, presenters, and/or participants.
- Individuals will not be excluded from consideration because of their origin, background, or views

Access Statement

The MHLS philosophy of open access to information and ideas extends to System programming. MHLS will enact reasonable accommodations requested at least two weeks in advance of an event.

Approved Provider

The Mid-Hudson Library System is an New York State-approved provider of public library trustee education, public library staff technology training, and continuing education for Certified Public Librarians.

Proof of Attendance

Mid-Hudson Library System does not maintain an archive of attendance certificates that are issued for in person, online, or on demand events. Attendees are responsible for maintaining their own records regarding completed continuing education and should download and save copies of any earned certificates.

Review

The Programming Statement will be periodically evaluated in relation to the mission and Plan of Service of MHLS by the Executive Director and Board of Trustees. The Executive Director and Board of Trustees may update or modify this statement as needed.

Questions or concerns regarding programming or this statement should be forwarded to the Executive Director

Approved [DATE]