

Policy Statement

The purpose of the Program and Partnership Policy is to assist staff, community members and partners with the guidelines, principles and criteria on how Burlington Public Library (BPL) will engage with partners and develop programming.

Programs and Partnerships are developed for the purpose of:

1. Enhancing community well-being by improving access to information and opportunities for learning
2. Inspiring discovery through skills and knowledge creation
3. Better supporting community needs
4. Creating a memorable and welcoming experience

Scope

This policy applies to all library managed, co-planned, collaborative, and strategic partnership events and programs offered to the Burlington community.

This policy also applies to library programs offered through outreach opportunities at the location of partners, other community organizations or community events.

This policy does not apply to:

Programs offered by others on library premises where space or room is rented and governed by the terms and conditions of the [Community and Event Space Rental Policy](#).

Definitions

- **Co-Planned Programs** – Is a mutually beneficial relationship, where both the Library and the external group, individual or organization involved contribute to the marketing, planning, content, staff effort, space and other resources necessary for an event or program.
 - Such partnerships must clearly align with the Library’s strategic direction and may be either short or long term in nature.
 - An agreement around the various resources provided by both parties is negotiated, mutually understood, and accepted before moving forward with planning.
 - All agreements will be in made in writing with BPL’s Collaboration Agreement template.
- **Library Outreach** – In these agreements, the Library provides content and resources in order to participate in an external organization, group or individual’s framework or event.

- **Collaborative or Strategic Partnership** – Programs, events or partnerships that take place in BPL spaces that are offered by Library partners. Generally, BPL provides space in kind and the partner offers a learning opportunity or resource in kind. The partner can brand the program, but they work with BPL to make sure it gets promoted and that relevant library resources are identified when appropriate. All agreements will be made in writing using BPL’s Collaboration Agreement Template or a Memorandum of Understanding (MOU)
- **Library Managed** – An event or program offered by BPL Staff.
- **Library Partner** – A community group, individual or organization who is listed as active in the BPL’s Partnership List. Generally, BPL partners with not-for-profit organizations, educational institutions and governmental entities. BPL may also partner with for-profit organizations in special circumstances.

Commitment to Intellectual Freedom

BPL upholds the principle of intellectual freedom embodied in the Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries. BPL supports the rights of individuals to read, speak, view and exchange differing points of view on any subject. From time to time, the Library may present controversial programs or partners in order to ensure public access and discourse to all sides of an issue. Community members take the responsibility to engage in conversation with dignity and respect even when there are opposing points of view. All participants are required to follow the laws of Canada, the [Canadian Charter of Rights and Freedoms](#) and the [Ontario Human Rights Code](#).

BPL’s Approach to Creating Programs and Developing Partnerships

The Library’s mission is to inspire imagination, collaboration, and compassion to support an informed and literate society. Programming, Partnerships and outreach opportunities are a key strategy in realizing our mission and align to BPL’s Strategic Plan.

BPL uses core literacies as a guide to program and partnership development. Core literacies at BPL are defined as:

- **Traditional Literacy:** Knowing how to read, write, speak, listen, do math and use reason and logic to make judgements.
- **Emotional Literacy:** Knowing how to share your emotions effectively and build positive relationships with others.
- **Digital Literacy:** Knowing how to use electronic technology and how to assess and apply knowledge gained from the digital world.
- **Information Literacy:** Knowing how to find, understand, evaluate and share information.
- **Intercultural Literacy:** Knowing how to communicate and collaborate across

cultures.

- **Physical Literacy:** Understanding why physical activity is important to your health and being active.
- **Environmental Literacy:** Understanding our natural world and knowing the conditions that affect it.
- **Visual Literacy:** Understanding how ideas and information are expressed and experienced through the arts: visually & musically.

A library program is an activity or event that promotes the use of library materials, facilities or services and offers the community an educational, entertaining, interactive and/or cultural experience. This can be library managed, co-planned in partnership, delivered through a collaborative or strategic partnership or be delivered by library staff during an outreach event at a location elsewhere in the community.

Partnerships will be developed with organizations and individuals in the community who have missions and values that align with BPL and who offer community members opportunities to enhance their well-being with services and resources not found through the library alone. Guidelines for partnership include:

1. Aligns with [BPL mission and values](#) and/or shares common goals or objectives.
2. Demonstrated commitment to collaboration and shared planning.
3. Demonstrated commitment to ongoing evaluation and continuous improvement.
4. Demonstrated commitment to collective impact and long-term strategies.
5. In some cases, we are looking for partners to provide an activity/service at multiple locations.

Key understandings about BPL programs and partnerships

- Core library managed programs will be offered in the area of traditional, digital and informational literacy using and promoting library resources and collections.
- BPL will create and promote partnerships with a variety of organizations as co-planned programs are prioritized to explore all literacies outside of the library's core service offering.
- Programs will be developed with consideration for the principles of accessibility, equity and inclusiveness.
- Dignity and respect are a tenet of all programs offered through or at BPL.
- Comments or conversation that promote hatred toward an individual or group of individuals or run contrary to the laws in Canada about Freedom of Expression are not tolerated. Staff have the responsibility to ask disruptive and disrespectful participants to change their behaviour and/or leave the program and the library.
- Programs can be delivered within a Library building or in other suitable locations within the community. This may include virtual, online space.
- Programs will be offered without charge to the community except in circumstances where charges are needed to recoup the library's costs of presenting the program.

- Admission may be charged for fundraisers held by the Library and must be approved by the Senior Management Team. Library staff may waive fees, at their discretion, to provide equitable access for all community members.
- From time to time, the Library may hold a program or have a partner that holds conversations and expands topics that can be uncomfortable. The Library may present programs that some individuals find controversial. Holding a program does not indicate an endorsement of its contents by BPL, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Federation of Library Associations Statement on Intellectual Freedom.

Delivery of Events and Programs

- Programs and partnerships are developed according to BPL's program and partnership strategy and framework.
- Programs are planned and developed according to an outlined schedule reflecting community needs and interests.
- Outreach programs are developed according to Burlington Public Library's outreach strategy and framework.
- The Library may set age limits or guidelines for program participation when the program is best suited to a particular age group or audience.
- BPL endeavors to deliver programs across a wide range of age groups.
- Content of events and programs will be presented by staff and can feature experts from the community including:
 - Authors and illustrators
 - Performers
 - Experts from community partnerships
 - Community members with expertise relating to the programming topic
- The Library may allow presenters to display products or books for purchase.
- The Library reserves the right to cancel or reschedule programs as necessary and will make every effort to notify participants and the community in advance.
- A partnership is not developed in perpetuity. A one-time program or partnership does not indicate an ongoing relationship with BPL. Collaboration Agreements will be developed and reviewed annually to determine whether a program or partnership will continue. The use of library space by a partner is not indicative of an ongoing relationship or commitment from BPL and BPL reserves the right to change the nature of the program or partnership being offered through the library at any time.
- Liability insurance is required for all programs in Library premises. For organizations and independent contractors that are hired to promote their products and/or services that have insurance, proof must be provided in advance with Burlington Public Library and the City of Burlington named on the certificate.

Program Evaluation

The Library regularly evaluates community response to and suggestions for events and programs. It also reviews community profiles and uses various mechanisms to gather input to assist in program development. All programs and partnerships are planned with measurement criteria in place and are evaluated to ensure optimal impacts and outcomes are achieved.

Adapted from the Programming Policy of Kingston-Frontenac Public Library, Huntsville Public Library, and Hamilton Public Library

Effective Date: November 2022

Projected Review Date: 2025

Motion #/Date: #22-72, Nov. 24, 2022 Amended Dates:

Associated Procedures:

Community and Event Space Rental Policy, Accessibility Policy, Code of Conduct, Protection of Customer Privacy Policy, Collection Development Policy, Community Bulletin Board Policy