



Programs Policy

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1. Program Mission

The Madison Public Library sponsors programs to further its mission as stated in the mission statement. Programs consistent with the purpose of the Library may include:

- Those intended to educate and inform the public,
- To promote community discussion, or
- To present cultural events or entertainment.

Programs may be presented in cooperation with other agencies and institutions, as well as other public and private resources.

The Library is committed to offering programs that reflect the entirety of our community and promote belonging. MPL strives to represent varied perspectives and create spaces for everyone.

1.1. Referenced Documents

Documents that are relevant to this policy include the following:

Document	Owner
Madison Mission Statement	Madison Public Library

2. Program Parameters

The Madison Public Library sponsors programs of a noncommercial nature.

Commercial enterprises that disseminate generic information pertaining to their enterprise but which may be used by the general public (e.g. a lawyer speaking on estate planning) may be considered as program subjects.

Selling of products is discouraged at any Library-sponsored event. Exceptions may include an author signing/selling their work or a performer offering audio/video versions of their performances.

In all instances, the Library will take care to schedule speakers and information that show integrity, expertise, and a fact-based view of the topic.

Co-sponsorship does not imply endorsement of the content or views expressed. The Library reserves the right to review and approve all program content and presenters.



Presenters and attendees are expected to maintain a respectful, inclusive environment. The Library reserves the right to intervene or cancel a program if conduct becomes disruptive, discriminatory, or inconsistent with Library values.

2.1. Program Particulars

2.1.1. Scheduling

Library-sponsored programs that are scheduled for the physical facilities of the Madison Public Library are scheduled in the same manner as scheduling by individuals and groups. Library needs will supersede public reservation of the facilities.

2.1.2. Venues

Library-sponsored programs may also be held outside the building in Library Park or in other local venues.

2.1.3. Refreshments

Light refreshments may be served following the program.

2.1.4. Publicity

Library staff will promote Library-sponsored programs using a variety of communication tools, which may include posters, online platforms, local media, or printed materials.

Photography: Library programs may be photographed or recorded for promotional purposes. Participants who do not wish to be photographed should inform staff prior to the start of the program.

2.1.5. Finances

Programs are free and open to the public unless a fee is necessary for materials or instructional supplies.

Programs will be financed through the Library budget, grants, gifts, and/or partnerships with other entities.

2.2. Program Review

2.2.1. Program Evaluation

Library staff may gather participant feedback or conduct evaluations to assess program effectiveness and ensure alignment with community needs.



2.2.2. Program Cancellations

Programs may be canceled or rescheduled due to weather, low registration, or other unforeseen circumstances. When possible, the Library will notify the public in advance.