

Beverly Public Library Policy for Library-Sponsored Programs

The Beverly Public Library offers programs to further the library's mission of serving all members of the community by providing materials, services, and programs that enrich people's lives, foster a love of reading, and provide access to information.

In developing and delivering programs, library staff utilize their expertise, collections, equipment, and facilities. The following criteria are used in making decisions about programs:

- Community needs and interests
- Budget and cost of program
- Space required for program
- Presenter background and qualifications in content area
- Relevance/appropriateness of program to library's mission
- Staff time/capacity

The library reserves the right to determine program offerings.

Library-sponsored programs will adhere to the following criteria:

- Programs will be free and open to the public, with the exception of library fundraisers.
- Programs will be overseen by library staff.
- Programs are open to people of all abilities. If accommodations are needed, patrons should contact the staff member listed in the event. To provide the best service, two weeks' notice is requested.
- Programs may be designed for and limited to a specific audience, such as age range or grade level.
- Registration may be required, and attendance may be limited due to space/materials.
- Decisions concerning registration, capacity, late arrivals, and allowable walk-ins will be made by the library staff supervising the event.
- Library staff may take photographs and videos during programs.
- Performers or authors may sell books as part of a library program. Sale of any other products at programs is not permitted, unless authorized by Library Administration.

Program participants will be expected to adhere to all [library policies](#).

Members of the public and/or those wishing to present a library-sponsored program may use our [Suggest a Program Form](#) to make a request.

Library programs may not be used for commercial purposes or the solicitation of business.

The library will only promote library-sponsored programs. Library sponsorship of a program does not constitute an endorsement of all content within the program or the views expressed by participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

A patron with a serious concern regarding a specific program should direct the concern to a librarian. If the concern is not resolved, and the patron is a Beverly resident, the patron may file a "Request for Reconsideration of Library Program(s)" and submit it to the Director's attention. The objection will be evaluated within the context of the Library Bill of Rights. Please note, however, the Library's willingness to engage in the foregoing dialogue does not create any legal right or cause of action, nor does it divest the Library of its discretion in developing and delivering library programs.

Approved by the Board of Trustees: March 28, 2025