



Gleason Public Library

PROGRAM POLICY

Adopted by the Board of Library Trustees October 14, 2025

The Gleason Public Library supports its [mission](#) by developing and presenting programs that inform, educate, entertain, and foster community connections.

Ultimate responsibility for programming rests with the Library Director, who in turn, delegates program management responsibility to the Assistant Library Director, the Children's Librarian, the Teen Librarian, and other designated staff.

Library staff utilize their professional expertise, experience, and skills, guided by this policy, to develop, select, and deliver library programs. The following criteria are used in making decisions about program topics, speakers, and accompanying resources.

- Community needs and interests
- Relevance/appropriateness of program to library's mission, strategic plan, and service goals
- Budget and cost of program
- Space required for program
- Presentation quality as determined by the presenter's background, record of presentation, and qualifications in content area
- Staff time
- Connection to other community programs, exhibitions, or events
- Safety and security of patrons and staff

Anyone interested in presenting a library program may submit a proposal that will be reviewed by Library staff according to the above criteria.

The Library's philosophy of open access to information and ideas extends to library programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Parents and guardians are responsible for monitoring attendance of their children at library programs. The Library does not stand in place of a parent and is not charged with a parent's rights, duties, and responsibilities.

Sources for funding for library programs include the library's operating budget, the Friends of the Gleason Public Library (FOGPL), the Gleason Public Library Endowment Fund (GPLEF), and various grants. Library staff who present programs do so as a part of their job.

In addition, the library draws upon community resources in developing programs and partners with other libraries, government agencies, community organizations, educational and cultural institutions or individuals to present and/or co-sponsor programs.

Programs may be held in person at the Library, at an offsite location, or virtually.

All programs sponsored by the Library are open to the public and normally offered free of charge. Special events held by the Library or supporting organizations (e.g. GPLEF and FOGPL) outside of regular operating hours may, with permission of the Library Trustees, charge admission fees to be used towards event costs and Library support.

Performers or authors may sell books as part of a library program. Sale of any other products or materials at library programs is not permitted without the prior approval of the Board of Library Trustees.

Due to space limitations or due to the nature of the program, attendance at programs may be limited. Registration for programs may be done through the library website, or by calling or visiting the library. In keeping with Massachusetts General Laws (Chapter 78, Section 7), names of registrants are confidential. Program presenters may ask attendees to voluntarily provide their names at the time of the program.

In some cases, the nature and success of a program may require a limited attendance based on age, for example, programs intended for children and teens that are geared to their interests and developmental needs.

Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event. Preregistration does not guarantee seating after a program has begun.

Reconsideration of Library Programs

The choice to attend library programs by users is an individual matter. While a person may reject a program for himself/herself, he/she cannot exercise censorship to restrict access by others.

Any Carlisle resident or property owner who has a concern regarding a library program is welcome to discuss the interpretation of these principles with the Library Director. A formal review of any event is initiated only upon the submittal of a [Statement of Concern](#) form at least two weeks prior to the program. Upon submittal of this form, the Library Director and professional program coordinators on the staff will review the original reasons for presenting the program, and the Library Director will make a decision based on this Program Policy, current community needs, and the principles of intellectual freedom. The Library Director will respond in writing before the date of the program.