



USAGE.5

## POLICY ON PROGRAM ATTENDANCE AND SPONSORSHIP

The J. V. Fletcher Library offers several types of programs: tax-supported; Sponsored; Co-sponsored; and underwritten:

- A *tax-supported* program utilizes in-house staff resources and comprises a normal part of library service.
- A *Sponsored* library program is funded and arranged through the Library Trustees or the Friends of the J. V. Fletcher Library, Inc.
- A *Co-sponsored* program is jointly arranged or funded with other community resources, town departments, libraries or organizations.
- A program is *underwritten* if it is supported or funded via a specifically-designated private donation.

Tax-funded programs which constitute a regular part of library service (e.g. Storytimes for which registration is required) are open first to Westford residents, Westford school children and, after one week of registration, to non-residents. Due to a limited space and high demand, Friends-funded library programs, performances and special events are open first to Westford residents, Westford school children and non-resident Family-level members of the Friends of the J. V. Fletcher Library, Inc. Whenever feasible, dissemination of tickets will be used to gauge public response and potential attendance, so that programs may be extended to non-residents. Non-residents may sign a waiting list to be contacted, pending available space. Because Trust Fund monies are limited and because Friends' programming funds are set as part of the annual Friends' budget, chargebacks, "donations" or fees might be implemented in order to continue offering quality programs to the increasing numbers of attendees interested. Additionally, drop-in programs will be routinely offered to afford fair access to the greatest number of attendees. Only adult guardians or caregivers may accompany and attend children's programs with their children or juvenile charges.

Under the MEETING ROOM POLICY, Library Meeting Rooms may be reserved for use by non-profit or not-for-profit groups offering programs which the Library does not host, support or endorse.

Library Staff reserve the right to convert a program to virtual in the event of inclement weather, illness or need.

Voted and approved 1/2/90; Revised and Voted 9/4/90. Updated 10/5/93; 3/3/97; 11/4/19; 2.6.23