172 Eminence Terrace
Eminence, Kentucky 40019
Phone: 502-845-5682
Fax: 502-845-4807

Tony Jones, Director
Tony.jones@henrylibrary.org
www.henrylibrary.org

Programmer, Attendance, and Registration Policy
Adopted 07/25/2019

1. Programmers

The Library draws upon community resources in developing programs and actively partners with other community agencies, organizations, academic and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

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

2. Registration

Due to space limitations or the nature of the program, attendance at programs may be limited. Registration may be required for planning purposes or when space is limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door. In some cases, nature and success of a program may require a limited attendance based on age. Examples include programs intended for children and teens that are geared toward their interests and developmental needs.

If a program requires registration, the registration process will be available to the public with the allotted time necessary for people to register for the program. The public can register for a library program on the Henry County Public Library website, asking any staff member on duty, or contacting the library during regular business hours. When a program with limited seating has reached capacity a wait list will be made available to the public. In the event that seats become available consideration will be given to persons in the order in which they join the wait list. Only those persons who have registered for the event or who have received notification from library staff of available seats will be allowed to attend the program.

3. Age Requirements

While many programs offered by the library are open to all ages, in some cases age limits are set due to the content of a program, the skills required to complete a project, or the enjoyment of program participants. Adult supervision can also be required in order for younger children to participate in a program for the previously listed reasons. Anyone who does not meet the age

172 Eminence Terrace
Eminence, Kentucky 40019
Phone: 502-845-5682
Fax: 502-845-4807

Tony Jones, Director
Tony.jones@henrylibrary.org
www.henrylibrary.org

requirements of a program, including those who have registered in advance, will not be allowed to participate without special permission of the program facilitator.

This policy ensures programs are made available to the appropriate audience, and allows library programmers to plan for program attendance accurately.

4. Program Attendance for Programs Requiring Registration

Program attendance is encouraged and may be taken into account in any future program requiring a registration process. Program attendees are expected to be at the program within fifteen minutes; before or after the program start time and to follow along with the program to their best ability, to not cause the program facilitator to exceed any time limits. Anyone who has registered for a program and is regularly tardy or absent without notice may be suspended from registering for upcoming programs. This includes but is not limited to: persons who register another person for a program and that person is tardy or absent without notice, persons who regularly show up fifteen minutes or longer past the program start time, and persons who sign up for a program that do not meet age requirements.

Persons who do not follow the program attendance policy two times within a three-month period will be suspended from registering for library program for a period of sixty (60) days from the date of the event requiring registration. In the event that the library suspends someone from registering for library programs, the library director will send the person a letter, and a programmer will contact the person as well.

Exceptions to this policy may be made at the discretion of the director.