

## Section 8:

## Programs

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The Sheep River Library Board shall ensure that relevant educational services, events, activities, and programs will be provided as they relate to the list of eighteen service responses established by the Public Library Services Branch.

### Section 8: A Delivery of Programs

- i The Library manager will be responsible for creating a schedule of programs for the Fall and Winter/Spring sessions. These programs will be advertised in local papers, on the library website and social media platforms, in brochures and on the outside signs.
- ii A variety of programs will be offered, including promotion of literacy, capacity building and general interest in line with the 18 service points established by the Public Library Services Branch.
- iii The Library will partner with community groups and volunteers in the delivery of programs wherever possible.
- iv Instructors who require payment for their services, must demonstrate their qualifications and experience.
- v Programs will be offered free of charge wherever possible. When a fee is charged, it will be payable at registration.
- vi In the case where an instructor charges a fee for instruction, the instructor will be charged a room rental fee by the library. An instructor may pay a percentage of collected fees in lieu of room rental.
- vii Programs may be facilitated or taught by staff and will be stated in an individual's job description. Staff time spent in this activity will be considered part of regular working hours and will be compensated as such.
- viii Sheep River Library will host a signature event once during the year comprising of, but not limited to author visits for adults and children, concerts, workshops and dramatic presentations. Funding for this event will be provided by funds from the Friends of the Sheep River Library Foundation.
- ix Programs will primarily take place in the four program areas on the conference side of the library.

Programs may take place in the library proper. In the event that a program is taking place after regular library hours then a staff member must be present.

- x The Library Manager will maintain accurate statistics of all program attendance.

Approved: January 10, 2019