



## **Programming**

The mission of the Woodward Memorial Library is to encourage, promote, and support the personal growth, creativity, and lifelong learning of the members of our community. The Library supports this mission by developing, presenting, and selecting programs, events, and workshops to provide educational and recreational opportunities.

The Director and library staff use the following criteria to make decisions about programming:

- Community needs, interest, and relevance
- Availability of programming space
- Presentation quality
- Budget
- Historical and educational significance

All library programs are open to the public. Every effort is made to offer programming at no cost to the public; however, some programs require supplies that participants may need to pay for.

### **Guidelines**

- The Library will strive to offer programming that accommodates all community members
- Registration may be required due to supplies or limited space
- Programs are not used for commercial, religious, or partisan purposes nor for the solicitation of business
- The Library reserves the right to cancel any program for any reason, without prior notice. Rescheduling is at the discretion of library staff.

### **Evaluation**

Library staff will regularly evaluate the programs they offer. Evaluations methods will include but not be limited to:

- Program attendance (quantitative)
- Program registration (quantitative)
- Attendee surveys (qualitative)
- Observation of programs (qualitative)

Adopted by the WML Board of Trustees 08/09/23