



South Milwaukee Library

1907 10th Avenue
South Milwaukee, WI 53172
P (414)768-8195
W smlibrary.org

Programming Policy

Approved by the Library Board of Trustees, 5/28/2026

The South Milwaukee Public Library supports its mission to provide information and ideas for lifelong learning and literacy by developing and presenting programs that provide opportunities for information, learning, and entertainment.

Programming is a vital element of library service that:

- Expands the library's role as a community resource
- Introduces patrons and non-users to library resources
- Provides opportunity for lifelong learning
- Provides entertainment
- Expands the visibility of the library

Not all programs and events that occur at the library are covered by this policy. Library meeting spaces can be used by the public; those uses are not library sponsored programs and are governed by the Meeting Rooms policy. This policy is intended to cover programs that are managed or sponsored by the library.

Planning and Implementation

Responsibility for programming at the library rests with the Library Director, who delegates the authority for program management to designated staff. Library staff use their expertise, collection, services, and facilities in developing and delivering programming. The Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Budget
- Treatment of content for intended audience
- Presentation quality and presenter background/qualifications in content area
- Historical, educational, or cultural significance

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. The library may draw upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, and individuals to develop and present co-sponsored public programs. Professional



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performers and presenters that reflect specialized or unique expertise may be hired for library programs. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. The library's philosophy of open access and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Any sales of products at library-sponsored programs must be preapproved.

Attendance

All library programs are open to the public. Programs may be held at the library or off-site. Attendees do not need a library card to participate. Registration may be required for planning purposes or when space is limited.

Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer. While some programs may be designed for children under the age of 12 to attend independently, parents and caregivers must remain in the building. Responsibility for children's attendance at programs lies with parents or legal guardians.

Participants consent to be photographed and/or filmed and give permission for those images to be used for library and city promotion. Participants who do not wish to be photographed should notify library staff.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Program attendees must comply with all library policies.