

# Ontario Public Library

## Policy 4000.1

### LIBRARY MATERIALS, SERVICES, AND PROGRAMS

#### Materials

The following materials available for loan reflect the diversity of user needs and interests from infancy to mature adults. Various formats will be made available at the discretion of the Library Director based on collection development planning including community interest and the library's budget:

- Books, including hard covers, paperbacks, large print format, audio books, and digital/electronic books. Unless otherwise cataloged materials from the Local History Collection are for in-house use only. A subset of fictional writings categorized as Local History and published since 2000 may circulate.
- Printed current newspapers and magazines, electronic access to magazine issues, and various resources in subscription databases made available through local, library system, and/or New York State databases subscriptions.
- Visual materials including movies and games for information, entertainment, and/or instruction in DVD, BluRay, or electronic/digital format.
- Music of various genres and interests as CDs or electronic/digital format.
- Special collections may include puzzles, board games, and cake pans for loan.

#### Services

The following services in traditional and/or electronic formats are available to all users:

- Reference.
- Public access computers including access to the internet, word processing, and spreadsheet applications. Patrons whose card status includes overdue materials and/or fines above the system established threshold will be prohibited from use until their account meets OWWL and Ontario Public Library requirements.
- WiFi.
- Internet access and access to research databases provide by NYS (NOVEL).
- Online access to many library services including OWWL access to place materials on hold, renew materials, check items currently on loan to the user, and register for library programs.

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- Electronic mail notices and/or text message of materials coming due, items overdue, items held and available for pick-up. Receipts for materials checked-out shall be printed or send by email. Text messages sent may incur charges to the recipient based on their telecommunication plan.
- Drop-in and scheduled technology and applications (app) help and small group classes. Scheduled and drop-in Maker Space programs.
- Reader's Advisory services including individualized reading recommendations and bibliographies upon request.
- Assistance for students of all ages.
- Interlibrary loan from libraries outside of OWWL at cost to the user.
- Teacher and Home Schooling Totes, and Sick Kid Kits as requested.
- Photocopying and fax services. Fees may be charged as adopted by the Library Board.
- Phone renewals and 24/7 book drop to return materials.
- Homebound service.
- Tax forms or access to tax forms through IRS distribution, copy service, or online access.

### Programs

The purpose of library programs is to support the goals of the library mission. Programs may be ongoing, a series, or a one-time event. Library programs benefit the community by introducing users and potential users to the library and its collections and services. Library programs are low cost or free, open to the public, and held during library hours.

The selection of program topics and formats is done by library staff, based on the interests and needs of the community. Programs include such activities as book discussions, lectures, workshops, crafts, poetry readings, musical concerts, etc. Beliefs and opinions expressed during library programs by speakers, presenters, or performers do not necessarily represent the viewpoint of the employees and Trustees of the Ontario Public Library, or the Town of Ontario.

The Library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored

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Board of Trustees  
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programs must include involvement by library staff in developing program content, including library materials and resources.

The following programs are available and announced in printed programs and online calendars:

- Early Literacy programs for infants through preschool age
- Digital Literacy programs are periodically scheduled individual and small group support for all ages
- Annual Summer Reading Program for children, and young adults. Summer Reading programs for adults shall be offered based on factors including, but not limited to the annual budget.
- Additional monthly programs for children, young adults, and adults are regularly scheduled with special programs and activities made available as the annual budget permits.

### Unsolicited programs

Unsolicited program proposals from the public shall be reviewed on a quarterly schedule by the Library Director and other Library staff, and may include trustees and/or Friends of the Ontario Public Library members based on availability.

Typically programs for adults are not held between mid-June through August to allow for full support of our Summer Reading program for youth.

The Proposal deadline for unsolicited programs which may take place in:

- September, October, November, December is June 15
- January, February, March is September 15
- April, May, June is December 15

The Director and/or committee selects programs that comply with the library's Meeting Room Policy which prohibits commercial advertising or direct solicitation. They consider the needs and interests of the community; suitability of available space, equipment, and staff; and the program's contribution to the library's collections and overall schedule of events. Programs may be limited by space, budget, and staff or equipment availability.

Proposals must include all of the required information:

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### Proposal Requirements

- a) Contact name, name of organization, address, city, state, zip, phone number, e-mail address, web site
- b) Summary statement describing program:
  - Outline of program
  - Length
  - Format (lecture, film, panel discussion, etc.)
  - Estimated cost of program and source of funding (if any)
  - Names of speakers and /or performers with biographical information
- c) Additional information:
  - Previous presentations of this program (if any), please include a publicity sample
  - Preferred space:(capacity in parentheses):
    - Meeting Room (36), Town Hall Meeting Room (68)
  - Preferred date(s), day of the week, and time(s)
  - Intended audience and estimated audience size
  - Preferred set up (tables & chairs, auditorium style, circle, etc.)
  - Equipment needs
  - Refreshment plans (if any)

Mail or e-mail completed program proposals to:

Library Director  
Ontario Public Library  
1850 Ridge Road  
Ontario, NY 14519

or

OntarioLibraryDirector@owwl.org with the subject line “Program Proposal”

Applicants will be notified of acceptance or rejection within approximately three weeks of submission deadlines. PLEASE NOTE: All submitted program proposal materials will NOT be returned.