

WPL Programming Statement

This statement outlines the types of programs offered by Winnipeg Public Library, and guidelines on registering and attending programs at the library.

Program Development and Delivery

Winnipeg Public Library offers a variety of programs designed to promote reading and writing, encourage use of library collections and services, provide information, encourage dialogue, and introduce topics in arts, culture and technology.

Programs are selected and developed by a team of library staff.

The library accepts program suggestions through an online form at winnipeg.ca/library. Program suggestions are evaluated based on several criteria including program content, meeting the mandate of the library and its Strategic Plan, resources required, and the quality of the program.

Scope

All programs offered by Winnipeg Public Library are designed to support the Library's Strategic Plan and its goals. Programs include scheduled presentations and performances, book clubs, tours, and events in the community.

To be considered, programs must meet one or more of the following criteria:

- Develops early literacy skills
- Advances the digital literacy of our community
- Provides information or resources to high-need communities
- Stimulates creativity, innovation, reading and library use by youth
- Encourages collaborative and creative multi-generational learning
- Provides opportunities for older adults to meet, learn, and connect
- Develops connections with Winnipeg's literary community
- Supports the library's role as a community hub for personal health and wellness information, and lifelong learning

The library may present topics that some individuals find controversial. Winnipeg Public Library adheres to the principles of intellectual freedom as embodied by the Canadian Federation of Library Associations and the Statement on Intellectual Freedom.

Program Delivery and Fees

All library programs are offered at no-cost to participants. Some activities may require a fee for consumable materials (e.g. 3D printing).

Library programs are planned and delivered either:

- by library staff
- by hired performers / speakers
- through community partnerships

Evaluation

Participant feedback is encouraged at all library programs through anonymous program evaluation forms. Evaluation forms are reviewed and shared with the program presenter(s). Library staff also evaluate programs for quality of content and delivery, resources required to deliver the program, and impacts on the community.

Attendance Guidelines and Conduct

Registrants must use their own name, contact information and age (when required) as they appear on their library account when registering for a program. Registrations under false names will be cancelled.

Age Limitations

Some programs are open to all ages; others are age-specific. For age-specific programs:

- Children must be within the advertised range of age required for the program.
- Family programs are for child(ren) with their caregiver(s). Adults without children are not permitted.
- Adults are not permitted to register or attend programs targeted for teens or children.
- Children and teens are not permitted to register for programs designated for adults.
- The Coordinator of Youth Services or Coordinator for Adult Programming may provide permission for out-of-age participants to participate in age-specific programs.

Conduct at Library Programs

Reasonable behavior is expected in all library programs. Participants who are in conflict with the Winnipeg Public Library [Code of Conduct](#) will be removed from the program and may be barred from future programs or the library premises.

Library staff will determine safe limits for attendance based on space and/or resources required for program delivery and posted room limits. Attendance will not exceed safe, allowable limits. The library reserves the right to deny entrance to or remove participants for any reason including:

- failing to register
- exceeding room capacity
- behaviour endangering the safety of others
- disrupting the presenter or fellow participants
- unsuitability for the program (e.g. skills or age requirements)

No photography or audio/video recording is permitted during programs unless advance permission is granted through Library Administration. See "Contact Us" at winnipeg.ca/library.

Parental Supervision

Children are the responsibility of their parents and caregivers at all times, including during library programs.

- For children ages 11 and younger, a parent or caregiver must remain in the library during the program. For children ages 12 and older, parents decide whether to remain in the library based on their assessment of their child's maturity.
- In the absence of a parent, library staff does not assume responsibility for a child.
- Children are not supervised by library staff outside of the program space (e.g. washroom breaks or early exit from the program).

Repeat Registrations and No-Shows

Winnipeg Public Library is limited in the number of sessions and seats that can be offered for any given program. Repeat registrations may be denied for high-demand programs or programs where limits were advertised (e.g. computer workshops, English Conversation Groups).

Registrants who fail to attend programs for which they have registered may be refused admittance to future programs. Registrants can cancel their registration online, by phone, or in person. Registrants may contact any branch for help in cancelling their program registrations.

Accessibility

Most library branches are wheelchair accessible. Contact the library prior to attending to ensure needs can be met. Library staff will make every reasonable attempt to accommodate participant needs.

- ASL interpretation is available with a minimum 7 day notice. Costs of ASL interpretation is covered by the City of Winnipeg. Repeat no-shows may be denied future ASL bookings.
- Participants with special needs may bring an attendant. Please include attendant information for programs requiring registration.

Advertising & Promotion

The library advertises programs in many ways including at Winnipeg.ca/library, in the library's *At The Library*, posters, through program partners and on social media. The library does not sponsor or advertise non-library programs or events. Information boards at all branches are available for community use for posters and advertisements.

Questions on this Statement can be directed to Winnipeg Public Library Administration, 251 Donald Street, Winnipeg MB. See wpl.winnipeg.ca/library/contactus/admin.asp or call 204-986-6462.