

Programs Policy

The mission of Rawlins Municipal Library is “to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment.” The library supports the mission of the library by connecting people with information and programs that provide additional opportunities. Programming is a core component of library services that can provide numerous benefits for the library including:

- The expansion of the library’s role as a community resource and educator
- The introduction of library resources to both library users and non-library users
- Tools for lifelong learnings
- Visibility for the library in the community

Rawlins Municipal Staff will use the following criteria when making decisions about program topics, speakers, and accompanying resources:

- Availability or space to host the program
- Budget
- Community needs and interest
- Connections to other community programs, exhibits, or events
- Credentials of the presenter
- Historical or educational significance
- Presentation quality
- Program content
- Relation to the library collection
- Relevance to the community

When offering any type of program at Rawlins Municipal Library, the following considerations need to be kept in mind:

- Any sales of products at programs requires prior approval from the Library Director (i.e., author talk, and the author wants to sell books).
- Library programs cannot be used for commercial, religious, political, or solicitation of businesses.
- Patrons have the right to object to programs using the Request for Reconsideration Form.
- Patrons have the right to request programs, but Rawlins Municipal Library cannot guarantee all program requests will be granted.
- Programs must be free of charge for those in attendance.
- Programs must be open to everyone, whether they have a library card or not.
- Rawlins Municipal Library does reserve the right to cancel any program. Programs can be cancelled for any number of reasons including but not limited to weather or low registration numbers.
- Library staff will advertise “Registration Requested” for each program hosted by the library but staff will not turn away people who do not register.
- As a general guideline, programs with less than five participants registered may be cancelled or rescheduled as a courtesy to the presenter.
- Rawlins Municipal Library does reserve the right to offer off-site programming (i.e., library programs at the senior center).
- Rawlins Municipal Library staff who present programs are doing so as part of their job and not as an independent contractor.

Adopted by the Rawlins Municipal Library Board of Trustees June 26, 2023

Reapproved by the Rawlins Municipal Library Board of Trustees June 23, 2025