

The Gloversville Public Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

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

Library programs are defined as programs initiated, planned, conducted, or co-sponsored by Library staff, taking place in the Library, off site, or virtually. Events held by third-party groups or individuals reserving Library meeting room space (in accordance with the Library's Meeting Room Policy), are not considered Library programs and Library staff and marketing resources are not used in their support. Responsibility for programming at the Library rests with the Library Director, under the authority of the Board of Trustees. The Library Director delegates program management to staff members whose job responsibilities involve program development and delivery.

Library staff involved in creating and/or booking programs for the Library meet regularly and proposed programs are evaluated for approval based on several criteria, including but not limited to:

- Community needs and interests
- Availability of program space
- Duplication of programs at other locations in the region
- Staff time involved in program planning and/or presentation
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget and/or availability of supplies and other resources
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Public performance or copyright issues
- Relation to Library collections, resources, exhibits, and programs

Literary-based programs, such as book discussions and programs relating to the Library's holdings and collections, will be led by professional staff whenever possible. If appropriate, and with the requisite level of expertise, staff may lead other programs, as well. These staff members present programs as part of their job and are not hired as outside contractors. At times, outside performers and presenters, who reflect specialized or unique expertise, may also be hired for Library programs.

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational, and cultural institutions or individuals to develop and present co-sponsored public programs.

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. A fee may be charged for certain types of Library programs, to cover material costs. Programs are not used for commercial, religious, or partisan purposes, or for the solicitation of business.

The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

The Library welcomes patron input regarding programming. Patrons requesting a review of a specific Library program may submit a Request for Programming Reconsideration form (available at the Information Desk). Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.

*Adopted January 17, 2023*  
*Reviewed December 17, 2025*

## Library Program Feedback Form

The Trustees of the Gloversville Public Library have established a programming policy and a procedure for gathering input about particular programs. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a program, please return the completed form to the Library Director.

Gloversville Public Library  
58E. Fulton St.  
Gloversville, NY 12078  
Attn: Library Director

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ Or an organization? \_\_\_\_\_

Name of organization (if appropriate): \_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_ On-Site Program \_\_\_\_ Off-Site Program \_\_\_\_ Virtual Program \_\_\_\_ Passive Program

Program Title: \_\_\_\_\_

Presenter(s)/Entertainer(s): \_\_\_\_\_

What brought this program to your attention?

\_\_\_\_\_  
\_\_\_\_\_

Have you previously attended or participated in the entirety of the program? If not, what parts did you attend or participate in?

\_\_\_\_\_  
\_\_\_\_\_

What concerns you about the resource?

\_\_\_\_\_  
\_\_\_\_\_

Can you suggest or provide additional information and/or other viewpoints on this program? What action

\_\_\_\_\_  
\_\_\_\_\_

are you requesting the Library Director consider?

\_\_\_\_\_  
\_\_\_\_\_