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Henrietta Public Library  
625 Calkins Road  
Rochester, NY 14623

# Events Policy

Adopted January 2024

## Scope

The Henrietta Public Library offers classes, workshops, and events for all ages in support of the library's mission and strategic framework. Events offer attendees the opportunity to get to know their library and their community better.

The Board of Trustees supports the American Library Association Library Bill of Rights (<https://www.ala.org/advocacy/intfreedom/librarybill>), the Freedom to Read Statement (<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>), and the Freedom to View Statement (<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>).

## Event Planning

- Classes, workshops, and events (hereafter called “events”) are selected and scheduled by library staff members who are trained and specialize in particular age levels and subjects.
- Staff members may plan events cooperatively with volunteers, community groups, governmental units, and individuals.
- Events must support the library's mission and strategic framework.
- Events are funded by the library's operating budget as well as by the support of the Henrietta Public Library Friends & Foundation, Inc. and other donors.
- Events are planned in advance.
- Events may require registration and/or have age-level requirements.
- Most library events are available at no additional cost to attendees, but some events may require a modest fee.
- Individuals and/or organizations who present events at the library may not sell their products or services during their events, with the exception of authors selling their books.
- Organizations or business affiliations of event presenters and co-sponsors will be used by the library when promoting events; this use does not constitute endorsement.

## Equity

We are committed to providing programs which accurately and authentically reflect the cultural perspectives and heritage of our diverse community. To ensure that the needs of historically oppressed, underrepresented, and



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underserved groups are met, we include the voices of Black, Indigenous, People of Color, LGBTQ+, and people with disabilities in our events.

### **Appeals**

The library director will make the final decision regarding which classes, workshops, and events the library will and will not hold. If a Henrietta resident believes the library director has not followed this policy, they may submit a written appeal to the library's Board of Trustees.