

EASTTOWN LIBRARY

POLICY AREA: DAILY OPERATIONS

POLICY NAME: CHILDREN'S PROGRAMMING POLICY

ADOPTED: 10/19/2018

LAST REVISED: 1/26/2022

CHILDREN'S PROGRAMMING POLICY

In support of Easttown Library's mission statement, the Library offers a wide variety of programming for the educational and cultural enrichment of its customers. These programs range from lectures and performances for larger audiences to hands-on classes for small groups.

In order to provide the requisite attention to all attendees, attendance at some programs is limited and registration is required. These programs will be clearly marked on promotional materials as "registration required." Registration can be done through our website, in person, or over the phone. Patrons must adhere to the age and/or grade requirements that are outlined in some program registration forms.

Each program will begin at the advertised time. If there are interested customers of the appropriate age present in the library when a program starts, they may be given the space of anyone who has registered but not arrived on time.

Due to the popularity of our programs, we ask patrons who cannot attend a program for which they are registered to contact the library, either via phone, r email, or cancel through the events calendar with as much notice as possible so that we can make their space available to those on the program waiting list. If notification is not given, an email stating our cancelation policy will be sent to the email address provided during registration. After three no-shows, the patron will be blocked from registering for programs for a minimum of one month.

As is stated in our Unattended Children Policy, children under 11 must be accompanied by an adult. Guardians must remain in the library building while children attend programs.