

Programs and Activities Policy

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I Purpose of Plan

The purpose of this development plan is to provide guidelines and goals for program development and review. Programs are developed with reference to the JTEL Goals & Objectives and the library's mission.

II Types of Programs

Library programs may be thought of as falling into three categories:

Activity: a single session or limited event that runs independently of other programs and does not repeat. Examples include one-time workshops, parties or celebrations, retreats, special presentations or events.

Event: multiple sessions within a set timeframe or a single session held regularly at a specific date; these are often tied to a theme, season, or special interest topic. Examples include annual fundraisers, workshops, book sales, special weeks or days (such as Banned Books Week or Major Miner Day), or festivals (such as the Alaska Book Festival or the LiBerry Music Festival).

Series: an ongoing succession of sessions (such as the Ester Library Lecture Series, the regular meeting of a book club, the Cabin Fever Reading Program, Guys Read, or a regular children's storytime).

III Program Development Goals

The overall goal of programs and activities at the JTEL should be to support, educate, and foster the wellbeing of the Ester area's residents and of its community life.

IV Series Development

This section only pertains to Series Development. Guidelines for Activities and Events are covered under the Building Reservations and Use Policy.

To establish a series, the following process may be used:

- Submittal of proposal to JTEL Board
- Evaluation of proposal
- Preliminary proposal acceptance (or rejection)

If the proposal is accepted, the board will take steps to further evaluate the potential series and explore its implementation. Working with the proposer, the committee will:

- Conduct a further, more detailed needs assessment. This may include gathering additional data through surveys, focus groups, or other means. If the proposal is well-prepared, this step may not be necessary. If need warrants, the board will go on to the next steps.
- The proposer must prepare a plan to evaluate the series on a regular basis.

V Proposal Process

To take an idea and develop a series that will serve the community and the goals of the library, a formal and succinct (no more than five pages) proposal should be submitted to the JTEL Board of Directors, in hard copy. This proposal should include the following elements:

- Series title
- Person or group proposing the series
- Date of proposal
- Brief series description
- Significance of the series
- Need for and scope of the series
- Stakeholders or community members the series will serve
- Partner organizations willing to work with the JTEL on the series, if any
- Expected series budget and support required (e.g., equipment, venue, supplies, personnel, etc.)
- Funding sources
- Implementation outline and timeline
- Series evaluation outline
- Examples of similar series at other institutions, if any
- References, if pertinent
- Contact information for the proposer(s)

Proposers of potential series for the Ester library are expected to participate in its implementation and support if the series is accepted.

The submitted proposal will be evaluated according to its completeness, its correspondence to the Mission and Goals & Objectives of the JTEL, the support for the proposal, the series' innovation and utility, and the ability of the JTEL to implement, administer, and maintain the series.