

## Virtual Programming Guidelines for the IPLAR

Please count live virtual programs and recorded program content separately. Only live presentations can be considered programs while recorded content is passive. Please refer to the definition of program content to determine whether your virtual live presentation content meets the federal guidelines to be considered a program.

### Total Live Virtual Programs

Live virtual programming meets the definition of a program if it is created or sponsored by the library and is presented to a group. Please refer to the federal definition of a program to determine whether a virtual live event contains appropriate content to be considered a program.

Please count the number of programs by category: children's, young adult, or other. Count unique or peak live views for attendance. Count 1 minute or greater as a view, up to the 24 hour mark. One device equals one view.

### Recordings

A recording of program content is a video or audio recording of content that meets the definition of a program (see below), except that it is not streamed live. Please count this as passive programming

Count the number of recordings by category: children's, young adult, or other. Count total number of views for the reporting period (fiscal year). Note: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

Count the number of recordings of live-streamed events archived for later viewing by category: children's, young adult, or other. Please count this as passive programming. Count total on-demand views for the reporting period (fiscal year). Do not include views of the live broadcast as these will be reported under program attendance. Note: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

### **Federal Program Definition [PLS]**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

### **Passive Program Definition [Not Reported to the PLS]:**

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of the type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc. Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.