

# **Public Program Policy**

## **Schiller Park Public Library**

### **Purpose**

The Schiller Park Public Library presents education, recreational, informational, and cultural programs as part of its mission to be a center of learning by providing resources, technology, and gathering spaces to meet the diverse needs of the community. Programs, events, and classes sponsored by the Library support the Library's mission and expand the visibility and engagement of the Library in the community.

### **Program Content**

When planning and evaluating its programs, the Library considers other programming, events, and resources that are available to community members.

The Library does not offer any programs that support or oppose any political candidate, ballot measure, or specific religious conviction.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants; nor is it responsible for the factual correctness of the content of a presentation.

Library-sponsored presentations are to be free of solicitations, sales pitches, or proselytizing unless prior authorization from the Library is given. No goods or services, including attendees' names and/or contact information, may be solicited or sold during the program or event, with limited exceptions and prior authorization, such as books or music at author or performer events. The Library does not offer programs of a commercial nature, including, but not limited to, presentations offered for free but with the intention of soliciting future business. Library programs may occur on- or off-site. Booking a Library meeting room does not constitute a Library sponsored program.

Programming is an integral component of library service that:

- Expands the library's role as a social connector
- Introduces patrons and non-users to library and community resources
- Creates opportunities for individuals to collaborate, innovate, create, inspire one another, and teach and learn from one another
- Provides opportunities for lifelong learning and literacy
- Fosters community understanding and expands visibility of the library

Programs may include, but will not be limited to: lectures, community forums, visual and performance art, interactive workshops, continuing education, and discussion groups.

### **Criteria**

Library staff may use, but are not limited to, the following criteria in program planning:

- Connection to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Availability of program space- both physical and virtual
- Budget and staffing considerations
- Connection to other community programs, exhibits or events

Requests from individuals to present Library programs are considered using the above criteria. Community members may submit program suggestions or proposals, but Library staff reserve the right to determine which programs and events are scheduled.

The Library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, or family values. Patrons should apply those criteria to their attendance of Library programs only for themselves and should not restrict nor interfere with other patrons' freedom to attend programs in any way. Programmers may offer programs that meet the needs of the community even when they may present views contrary to the personal beliefs of staff members, Library trustees, community organizations, or individuals.

The Library offers programs for all members of the community; however, staff may establish additional restrictions for specific programs based on age, grade, or other relevant factors. This information is included in publicity about those programs.

Some programs may be restricted by room capacity, minimum or maximum attendance requirements, or residency. Depending on factors such as the type of activity or location of event, some programs may require signed waivers. In limited circumstances, Schiller Park Public Library cardholders may be given registration preference due to demand and capacity limitations. Though fees are not generally charged for Library programs, it may be necessary to charge fees for items such as materials, food, or transportation. Charges will be related to direct expenses incurred by the Library and not imposed on the basis of the content or focus of the presentation.

Restrictions will be noted in advance of the program. The library reserves the right to cancel programs at any time and for any reason at the discretion of the Library Director or the Director's designee.

### **Community Collaboration and Groups**

Programs are sometimes presented in cooperation with other agencies and institutions. Sponsorship or co sponsorship of Library programs requires a mutually beneficial agreement between the Library and the sponsoring organizations. Sponsorships include, but are not limited to:

- Financial support
- Staffing support
- Facility use

External organizations or individuals partnering with the Library on programs must coordinate promotional efforts with the Library.

### **Special Accommodations**

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Bill of Rights. ADA accommodations by request for programs are available, and should be arranged by contacting the Library Director or designee at least five business days prior to a scheduled program.