<u>Programming Policy</u>

(Adopted May 2014; revised June 2017)

The Stickney-Forest View Public Library District creates and presents Library programs with the intention of connecting people with the world of ideas and information and providing additional opportunities for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Library Board of Trustees. The Library Director, in turn, delegates the authority for program management to the Heads of Popular Services and Youth Services, who oversee this responsibility, and delegate to their designated staff.

Programming utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively seeks to partner with other community agencies, organizations, educational and cultural institutions to develop and present public programs. External organizations or individuals partnering with the Library on programs are expected to coordinate marketing efforts and share program expenses with the Library.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of

their regular job, and are not hired as outside contractors for programming. Animals that are part of Library sponsored programs must be accompanied at all times by their handler and/or trainer.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Programs may be held on site at any Library agency, or off site. All programs will end no later than fifteen minutes before the scheduled closing of the facility, with the exception of approved after-hours events. Any sale of products at Library programs must be approved by the Library Director and directly benefit the Library either financially, through good will or through compatibility of mission. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

Age-Appropriate Programming
All Library programs are open to the public. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming.

The Library offers programs for every age at various times. While some programs are open to all ages, many have an age limit, which may be set for a number of reasons, including:

- Maturity of content
- Presentation mode
- Performer stipulation
- Room capacity as set by fire code
- An environment appropriate for older children

All program attendees are required to comply with the Patron Code of Conduct Policy, Unattended Children Policy, and Vulnerable Adults Policy. If a child or vulnerable adult displays disruptive behavior at a program that has been deemed age=appropriate, a parent or guardian may voluntarily step out of the room with them or be asked to remove them from the program.

Parents/guardians of children are requested to abide by the following guidelines:

- Ages 5 & under: parent participation is expected. Older and young siblings may be allowed at the discretion of the program presenter.
- Ages 6-12: younger siblings are not allowed. Parents may also be encouraged to monitor their children from the side, rather than participate directly, in order to allow their child the opportunity to interact more freely with other children. Adult supervision is required for those 8 years old or under.
- Ages 13-18: younger siblings and adults are not allowed.

Registration & Attendance
Registration may be required for planning purposes or when space is limited. Even in the event of pre-registration, the Library does not guarantee seating once a program has begun. The Library reserves the right to

deny attendance to anyone becoming disruptive to audience members or to the program facilitator and to anyone in violation of the Library's Patron Code of Conduct. The library requires a notification of cancellation from all registered attendees at least 24 hours in advance, or as early as possible before the event. In the event that the Library must cancel a program, every effort will be made to contact those registers as early as possible before the event.

Video/Photography

Program participants should expect that photographs/video will be taken at events and used on the Library's social internet sites and/or website. Participants may request in writing that their image not be used by the Library.

Feedback

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should address the concern with the designated staff member that is facilitating the program or the Library Director.

Related

SFVPLD Patron Code of Conduct Policy

SFVPLD Unattended Child Policy

SFVPLD Vulnerable Adult Policy

SFVPLD Community Involvement and Partnership Policy

SFVPLD Relationships with Schools Policy