Programming Policy

(Adopted by the Stickney-Forest View Board of Trustees 5/28/2014)

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.

All Library programs are open to the public. A fee may be charged for materials for certain types of Library programs. 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. 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.

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. Adult Supervision is required at all programs involving youth 8 years of age and under, in accordance with the Library's Unattended Child Policy, unless otherwise stated by the program facilitator.

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.

Programs may be held on site at any Library agency, or off site. 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.

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.