

# PROGRAMMING POLICY

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## **Purpose**

The St. Charles Public Library District (Library) provides programs that are educational, informational, entertaining, cultural and civic in nature. The St. Charles Public Library's Programming Policy reflects our diverse community and country and the Library's core values of patron-centric service, innovation, excellence and stewardship. Programming offered supports the growth and creativity of the individual and fosters the spirit of community and local economy.

The Library's Programming Policy aligns with its Equity, Diversity and Inclusion statement which states:

*The SCPLD Board of Trustees affirm that we will work towards ending systemic racism and inequity in our community. We stand with the American Library Association, the Illinois Library Association and other institutions that condemn racism and all other forms of hate. At its heart, our Library has always strived to be a welcoming and patron-centric institution. We can do better. In this renewed commitment to equity, diversity and inclusion, here are the actions the Library has taken and will take to strengthen our core values and thus, strengthen our community:*

- *Review outdated policies and make them more inclusive*
- *Foster dialogue and civic engagement*
- *Recommend resources and materials to help people learn more about systemic racism and oppression*
- *Provide resources and materials to help uncover implicit bias within our staff for personal and professional development*
- *Provide access to a broad collection that represents the diversity of our nation*
- *Help parents and caregivers talk to children and young people about race and racism so they can understand what is happening around them and stand up for and respect others*
- *Explore ways to be more inclusive in procedures and practices*

*In addition to the many ways we seek feedback and dialogue from our patrons, we will continue to build relationships with our intergovernmental partners, our social service agencies and other groups that represent our underserved population. Ultimately, it is the choices we make as individuals that will grow the integrity of our community.*

The Library believes that programming should reflect patron interests, needs and aspirations for inspiration, education and entertainment.

Programs are thoughtfully planned and available via multiple platforms to facilitate accessibility and convenience.

## **Principles**

The Library supports the American Library Association's *Library Bill of Rights* position statement, including the ALA interpretation of *Library-Initiated Programs and Display as a Resource*.

The Library also supports Illinois Library Association's *Serving our Public: Standards for Illinois Public Libraries* (revised edition). The Library applies these standards to Library-initiated programs:

1. All Library programs are free of charge\*
2. Library programs are physically accessible; provisions can be made upon notification
3. The Library considers community demographic, special populations and the availability of programming from other social, cultural and recreational organizations in the community
4. The Library presents educational, cultural and recreational programs that reflect community interests and needs
5. Programming is designed to address diversity within the community, to increase the awareness and use of Library resources and services; to attract new users
6. The Library seeks to serve groups such as children, parents, young adults, adults, seniors and particular constituents relevant to the area's demographics
7. The Library provides programs that will instruct their community on how to use the Library and its resources
8. The Library will seek partnerships with other organizations to offer programs

The Library is also governed by supporting policies including but not limited to the following policies: Code of Conduct; Display & Exhibits; Meeting Room; Alcoholic Beverages; Unattended Child and the Photography, Security Camera and Other Recording Devices.

\*See Fees & Registration section.

### **Scope**

The Library does not offer programs supporting or opposing any political candidate, ballot measure or specific religious conviction. The Library will not tolerate hate speech directed at patrons or staff. Hate speech can be any form of expression regarded as offensive to racial, ethnic and religious groups and other marginalized people or to women. Programs whose purpose is to provide information as a part of multicultural education are permitted. Library sponsorship of a program does not constitute an endorsement of the program's content or the views expressed by participants; nor is it responsible for the factual correctness of the content of a presentation. Program topics, speakers and resources are not excluded from programs because of possible controversy.

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. Business cards or brochures may be made available before and/or after the presentation, but the program itself cannot be used to solicit patrons.

The Library strives to partner with other agencies and organizations in preparing and presenting programs and sharing efforts and resources. With prior approval, programs can be planned offsite, before opening or after Library closing hours.

### **Criteria**

1. Relation to Library mission and goals
2. Community needs and interests
3. Availability of program space

4. Presentation quality and treatment of content for the intended audience
5. Presenter background and qualifications
6. Budget and staffing considerations
7. Historical or educational significance
8. Representation of diverse cultural and social backgrounds, opinions and viewpoints
9. Appeal to a range of ages, interests and information needs
10. Encourage and facilitate informal self-education and continuing education
11. Connection to other community programs, exhibitions or events
12. Language considerations include offering bilingual or sign language interpreters

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 duties and are not hired as outside contractors for programming.

### **Accommodations & American Disabilities Act**

The Library is subject to the requirements of the Americans Disabilities Act of 1990. Any individuals who plan to attend any functions at the Library and who require specific accommodations which would enable them to observe and/or participate in any functions, or who have questions regarding accessibility within and to the Library are requested to contact the Library at least five (5) working days before the program's date. The Library is aware of all local, state and national mandates and laws, and may offer reasonable accommodations when needed.

### **Fees & Registration**

The Library strives to provide most of its programming free of charge. All programs are open to the public. The Library may choose to give St. Charles Public Library cardholders a preference for high-demand programs or those with limited sizes. Registration may be required for specific programs. However, programs are on a first-come, first-served basis. Patrons registering for a program will be required to provide a telephone number and/or email address at which the Library can contact them in the event of a cancellation or schedule change. Library staff can refuse attendance to anyone who does not follow Library policies.

Programs can be cancelled due to weather, safety, health concerns, Library closure, unavailable presenter or low registration. When feasible, the Library will notify attendees and attempt to reschedule the program or move it to a virtual format.

A fee may be charged:

- a. To recover the cost of a presenter, materials or supplies, when it would otherwise not be feasible to offer the program
- b. To cover the cost of an educational program that provides an official certification or endorsement
- c. As an entrance fee for certain events held as a fundraiser to benefit the Library
- d. As a refundable reservation fee

The sale of items during Library programs is permissible in the following cases:

- a. Fundraising to benefit the Library sponsored by the Friends of St. Charles Public Library or the St. Charles Public Library Foundation

- b. The sale of books, CDs or other media by authors, performers or presenters as part of a Library program. This must be requested in writing prior to the program.
- c. Fundraising by the Library to benefit a 501(c)(3) charitable organization as a part of an annual drive (IYC or Salvation Army Angel Tree, as examples)

### **Gifts and Donations**

The Library welcomes gifts and donations to sponsor a program or program series. The St. Charles Public Library Foundation and Friends of St. Charles Public Library (both 501(c)(3) organizations) maintain funds for monetary donations. Donations are tax-deductible. Sponsored programs are subject to the Library's planning processes and policies. The Library plans programming at least three months in advance for marketing and staffing purposes.

### **Reconsideration of Library Programs**

Any community member has the right to request reconsideration of Library-initiated programs.

A Request for Reconsideration of Library Materials & Programs Form is available to community members online and may be submitted to the Library Director. If the patron feels that their recommendation has been answered unsatisfactorily, they may appeal to the Board. The Board's decision is final.

Board approved: 5/11/22