

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 mission and vision statements and aligns with the Equity, Diversity and Inclusion statement.

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

Guidelines

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

*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. 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 or presenters; 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

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 American 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 and 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.

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, Salvation Army Angel Tree, etc.)

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.

Board approved: 5/11/22
Revised: 11/13/2024