

Policy 300 Programming Policy

Mission

Our mission is to be a unique resource to offer open access to information that fosters a passion for reading, learning, and the exchange of ideas. As the heart of our community, we support democracy, citizenship, and the cultural growth of the Sugar Grove Public Library District.

Programming Goal

The goal of Library programming is to provide opportunities to learn, explore, and connect with the community. The Library staff will choose programs that will appeal to a wide variety of people. Programs may contain material that is meant to encourage critical thought, learning, and the discussion of ideas.

Programs will be planned by youth and adult departments for a variety of age groups including babies, toddlers, children, middle schoolers, high schoolers, seniors, and adults. Programs may have an age restriction to meet the developmentally appropriate needs of the intended audience.

The Library will open programs to everyone, but Sugar Grove residents may be given preference for high-demand programs. The Library strives to offer programs free of charge.

Evaluation Criteria

Programs are planned by Library staff and informed by the following criteria:

- Relation to library mission and service goals
- Community needs and interests
- Availability of program space
- Presentation quality and treatment of content for intended audience
- Presenter background and qualifications in content area
- Budget and staffing considerations
- Historical or educational significance
- Representation of diverse cultural backgrounds, opinions, and viewpoints
- Appeal to a range of ages, interests, and information needs
- Connection to other community programs, exhibitions or events

Content

The Library is an institution of learning and community connection, and an incubator for cultural enrichment. As such, 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.

The library does not offer any programs that support or oppose any political candidate, ballot measure, or specific religious conviction. Programs whose purpose is to provide information about religious traditions as a part of multicultural education are permitted.

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. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

The Library may engage in partnership to present a program on a limited basis. Administration will review the content, and at no point may a presenter use the Library as a medium to sell, recruit clients, or present information that implies an endorsement. Partnerships are limited, and at the discretion of the Library administration and staff in order to remain in alignment of the purpose of a civic organization.

Presenters

In order to meet the programming goals, the Library may engage the services of a presenter or performer. The purpose of Library programming is not to promote the presenter or his/her organization or product. The booking of a presenter or performer does not imply library endorsement of the content of the program. Presenters must sign a program contract.

Partnerships

The Library may offer a program in partnership with another community organization. Partner organizations will work with Library staff to plan and promote the program. Booking a library meeting room does not constitute a library-sponsored program.

Promotion

The Library will use its best efforts to publicize programs in the Sugar Grove Community newsletter, in the library e-newsletter, on the library website, in-house displays or posters, and local media sources.

Group Visits

Requests for library staff-assisted group visits to the Library may be granted by any department head under the following provisions:

1. The date and time of visit must be scheduled a minimum of two weeks in advance.
2. The number of people in the group must be approved by the department head.
3. Groups or classes of school children must be accompanied by an authorized teacher(s) or an adult who will assume full responsibility for the behavior of the group. The ratio of adults to children must be age-appropriate. The Library reserves the right to decline requests for group visits when staffing and time do not permit.

Administration

The final responsibility for programming rests with the Library Director, who will share this duty with or delegate this duty in its entirety to the Assistant Director, Adult Services Manager and Youth Services Manager and their staffs.

Adopted 9/26/18