LIBRARY PROGRAMMING POLICY

Purpose

The La Grange Park Public Library provides programs for patrons of all ages, designed to fulfill educational, vocational, and recreational needs. These programs align with the library's mission and support the goals outlined in the Strategic Plan.

Guidelines

The library seeks to meet the needs of the total community and it is the responsibility of individual library users to choose programs which meet their tastes and requirements. Program development and scheduling are driven by patron interests, appeal, and community needs. Presenters are selected based on their expertise, experience, and ability to engage effectively. Additional factors influencing program offerings include staff availability, budget, and space limitation. Certain programs may have restrictions based on age, room capacity, and attendance requirements. The library works to provide events that present a wide range of viewpoints and ideas. However, the sponsorship of a program or presenter does not imply the library's endorsement of that presenter's views or beliefs.

Cost to Patrons

Programs will generally be offered at no cost. For certain programs, fees to cover the cost of materials may be charged to participants.

Co-sponsorship of Programs

The library may co-sponsor programs with local organizations, including ones at the library or at the facilities of those organizations. Such programs will be promoted by both entities. Co-sponsored programs will be open to all library patrons and follow the same registration process as other library sponsored programs.

Solicitation

Presenters with published books or compact discs may sell those items, or have them sold on their behalf by local merchants, during their programs, as long as they are sold at or below retail price. Presenters are prohibited from selling other items and services or soliciting business during library programs.

Requests for Reconsideration of Library Programs

The library encourages interest in its programming, and patrons have the opportunity to discuss programming decisions, including online and in-person conversations with staff. If they are not satisfied with the discussion, they should complete the Request for Reconsideration of Library Programs form attached to this policy. All requests are taken seriously and will be fully investigated by library staff. The person making the request will be notified in writing of the staff's decision regarding the program within seven (7) business days of the date of request. The Executive Director will inform the Board of Library Trustees of all formal requests for reconsideration of library programming. If the patron is not satisfied with the staff's decision, a written appeal may be made to the Board of Library Trustees. The appeal and all written documentation supporting the appeal should be delivered to the Executive Director at least five days before the next regularly scheduled board meeting. The Board of Library

Trustees shall consider the appeal in open session, and will attempt to complete its findings and reach a decision at the meeting. The decision of the Board will be binding for a period of five (5) years.

Request for Reconsideration of Library Programs

For staff to take action on a request for reconsideration, all sections of this form must be completed in full.

Program_____

Program date_____

Patron Name_____
Email/Phone_____

Address_____

Is this request made on behalf of: ◯ Self   ◯ Group
If a group, please name:

1. What brought this program to your attention?

2. What specifically concerns you about this program?

3. What action are you requesting the library consider?

Additional comments:

Your signature_____ Date_____

_____

FOR OFFICE USE

All original copies will be retained by the La Grange Park Public Library District. Photocopies and digital copies may be directed to the person completing the form.

Signature of staff receiving request: Date request is received:
Signature of person sending response: Date response is sent: