OPERATING POLICY

PROGRAMS

The goals of Library programming are to educate, entertain, and create community connections.

The Library staff will choose programs that will appeal to a wide variety of people. Programs will be planned for a variety of age groups to meet the developmentally appropriate needs of the intended audience. The Library strives to open programs to everyone, but La Grange residents may be given preference for high-demand programs.

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.

The Library strives to offer programs free of charge. However, in some cases a fee may be charged to cover the cost of the presenter or the materials and supplies needed for the program. Fees will only be charged when it is otherwise not feasible to offer the program.

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 newsletter, on the library website, in-house displays or posters, and local media sources.

Group Visits
Requests for group visits to the Library may be granted by any department head under the following provisions:

1. Teachers in schools serving La Grange students may schedule classes for library orientation or related programs.
2. The date and time of visit must be scheduled a minimum of two weeks in advance.
3. The number of people in the group must be approved by the department head.
4. 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.