



OPERATING POLICY

PROGRAMS

Library programming supports the vision that the La Grange Public Library enriches every community member's life. Library staff develop programs for community members of all ages, to provide opportunities to learn, explore and connect.

Factors considered are: relevance to community needs and diversity of interests, popular appeal, suitability for intended audience, budget constraints, the availability of staff, building and virtual meeting spaces, and complementing the Library's technology. Staff welcomes program suggestions and proposals, yet retains the right to determine which programs and events are scheduled. Presentation of a program topic does not constitute an endorsement by the Library of the group's or individual's policies or beliefs.

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. The Library strives to open programs to everyone, however La Grange residents may be given preference for high-demand programs. Staff may establish additional restrictions for specific programs based on age, grade or other relevant factors. This information is included in publicity about these programs.

Presenters

In planning programs, the Library will attempt to hire presenters who do not have a vested interest in selling their products or services to participants. Presenters may not directly solicit business before, during, or following a program, although cards and brochures may be left on display for interested attendees to pick up. Only under specific circumstances deemed appropriate by the Library and approved by the Executive Director may merchandise be sold.

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. The Library may co-sponsor programs with other organizations or groups. These programs will be considered Library-sponsored programs. Library sponsorship of a program does not constitute an endorsement of the content or topic of the program or of the views expressed by speakers, presenters, participants or audience members. See the Library's Partnership/Sponsorship Policy for more information on partnerships.

American with Disabilities Act

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Bill of Rights. ADA accommodations for programs are available by request.

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.



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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.