

## **Programming Policy**

The Homer Township Public Library offers programs that inform, educate, entertain and provide cultural enrichment to the residents of the Homer Township Public Library District. Programs may include but are not limited to: discussions, exhibits, movie screenings, performances, presentations, story times, workshops and passive programs. Library programs may take place at the library, off-site, online, or in a hybrid format.

## **Programming Selection and Design**

Ultimate responsibility for program selection and design rests with the Executive Director, who operates within the framework of policies determined by the Board of Trustees. The Executive Director determines the budget, guidelines, and organizational structure for the staff who coordinate, plan and deliver programs. Designated staff are responsible for the development and delivery of programs for specific audiences and topics.

Staff select and evaluate programs using a variety of factors. Factors include, but are not limited to:

- Connection to library mission
- Interests and needs of the community
- Past attendance
- The suitability of the program for the intended audience
- Presenter background and qualifications in content area, including proven or unique expertise and/or public performance experience
- The quality, accuracy, and timeliness of the program
- Availability of library resources, including staffing support, budget, and space

Acceptance of a program or topic by the library does not constitute an endorsement of the group's or individual's policies or beliefs.

A current Homer Township Public Library District card is required to participate in or attend a registered program, unless otherwise specified. Non-library cardholders will be considered for attendance only when there is enough space available after cardholders have been given the opportunity to register. Drop-in programs do not require a library card and attendees will be accommodated on a first-come, first-served basis. Drop-in programs are identified on event/program webpage of the library's website.

Library programs should be free of solicitations, sales pitches or proselytizing unless prior authorization from the library is given. Booking a library meeting room does not constitute a library-sponsored program.

At the discretion of the Executive Director or designee, authors, visual artists, music performers, professionals' performers, professional presenters, etc. booked by the library may be permitted to offer books or other merchandise for sale as part of a library program, but admittance into the program is not dependent on the possession or purchasing of a presenter's product. Permission for such sales must be granted before the program; otherwise, the sale may not occur. Presenters, individuals, and organizations selling merchandise are solely responsible for any taxes applicable to such merchandise. The Library may report the occurrence of sales to the Illinois Department of Revenue or other required governmental agency.

The Library may offer programming in cooperation with other community organizations. The booking of a presenter or performer, or library collaboration on a program does not constitute in any way an endorsement by the library of the program content or the views expressed by the participants or speakers.

### **Cancellations**

Programs may be cancelled for a number of reasons such as severe weather, absence of the presenter or low registration. In the event a program is cancelled, efforts will be made to inform the public and registered participants. Cancelled programs are not automatically rescheduled. The Library reserves the right to cancel a program at any time for any reason at the discretion of the Executive Director or their designee.

### **Recording of Programs**

Limitations to photography and/or videography may apply at the library programs and events based upon contract and copyright restrictions with the presenters.

By attending a library program, participants may be used for promotional purposes both in print and online, including social media channels.

### **Conduct in Library Programs**

Participants in library programs are to conduct themselves in an appropriate manner in keeping with the library vision, mission, and all library policies, rules and regulations. The library reserves the right to suspend or revoke permission to attend library sponsored programs for any violations of library policies, rules or regulations.

### **Reconsideration of Library Programs**

Homer Township Public Library District Cardholders and/or Homer Township Library District residents who request the reconsideration of library programming may put their request in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Library Program." Upon the receipt of this formal request, the Executive Director will discuss the request with the appropriate professional staff. The program will remain on the library calendar in the meantime. The Executive Director's decision regarding the reconsideration request will be final. The Director will inform the Board of Library Trustees of all formal requests for reconsideration of library programming. The Director will communicate the decision regarding the reconsideration request to the person who initiated the request for reconsideration and to the Board of Trustees at the earliest possible date.

Reconsideration requests from residents living outside of the Homer Township Public Library District and are not Homer Township Public Library District Cardholders are not eligible for the formal reconsideration process.

**Homer Township Public Library**  
**Request for Reconsideration of Library Program**

Program: \_\_\_\_\_

Program Date: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you currently a Homer Township resident or Homer Township Library Cardholder? \_\_\_\_\_

Is this request made on behalf of:

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization

Name of Organization: \_\_\_\_\_

What brought this program to your attention?

What concerns you about the program? (Please be specific.)

Have you read the Homer Township Public Library District Programming Policy? \_\_\_\_\_

What action are you requesting the Library consider?

Date: \_\_\_\_\_ Signature of Patron: \_\_\_\_\_

Date: \_\_\_\_\_ Received by Staff Member: \_\_\_\_\_