

Wood Dale Public Library District
Library Program Policy

I. Library programs will be planned to supplement library materials and at the same time to educate, enlighten or entertain both children and adults in accordance with the Library's Mission Statement, Roles, and Strategic Plan.

II. Programs will endeavor to accomplish the following goals:

- Attract new library users,
- Encourage interest in a subject thereby encouraging use of related materials,
- Encourage informal participation in local affairs,
- Introduce new cultural or educational opportunities available,
- Expand the Library's role as a community resource, and
- Entertain

III. Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program management to the appropriate staff.

IV. The Library utilizes staff expertise, collections, services and facilities in developing and delivering programming. Staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be

hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants and speakers.

V. Programs are open to the general public, but some programs may be designed with specific audiences in mind. Registration may be required for planning purposes or when space is limited and/or restrict or give preference to Wood Dale Public Library District cardholders. The Library reserves the right to limit the number of participants in a program. All programs, with rare exception, are free to the participants.

VI. Whether held at the Library or off-site, Library programs will be held in a physically accessible location. The Library will provide a sign language interpreter or auxiliary aids for those hearing-impaired persons who request them at least two weeks in advance of a Library-sponsored program.

VII. No individual or organization other than the Wood Dale Public Library District or its partners shall use a program at the Library to recruit members or customers. Individuals, for example authors and musicians, will be permitted to sell their creative products (for example: books, CDs) only if the Library has agreed in advance to such an arrangement.

VIII. Programs will be planned for a full calendar year and will be supported in the yearly budget.

Approved: 12/21/20