



# Elmwood Park

PUBLIC LIBRARY

explore. connect. create.

## Program Policy

### **Purpose of Programming:**

Elmwood Park Public Library is a place where life, work, and play unite. Through programming, we will:

**Explore** a variety of topics that reflect the interests and needs of the community we serve.

**Connect** participants with resources to help with their educational and recreational pursuits.

**Create** an atmosphere of inclusion that enriches the culture of our village.

### **Program Development:**

In the development of the Library's programming, Library staff strives to hit a variety of goals including;

- Balance in programming that is both educational and entertaining
- Mixture of passive and active, hands-on programming
- Programming both in-house and out in the community
- A consistent offering of programming that meets STEAM learning initiatives
- Programming for the patron at every stage of life

The Library may hire outside presenters/performers to provide programming to our patrons. These presenters/performers are hired based on a variety of factors (such as cost, interest of our residents and topic/presentation outside the expertise of staff) and are chosen at the Library's discretion.

The Library may participate in cooperative programs with other agencies, educational institutions, businesses, and individuals at the Library's discretion.

The effectiveness of library programs, and decisions to maintain, enhance, or cancel programs, will be based on a variety of factors including attendance, positive response from participants, needs of the community, and staff assessment.

### **Program Attendance:**

Many programs require advanced registration. This is due to limitations in supplies and space, or to help staff prepare for the size of the program. Programs are scheduled on a tri-monthly period and detailed in our quarterly newsletter. Registration dates for each program are noted in the newsletter and on our online calendar. Registration can be completed online or with the assistance of any staff member in person, or by phone.

Program registration is on a first-come, first-served basis and preference is given to Elmwood Park Library cardholders, and Elmwood Park residents. If an event is full, you may elect to be put on the waiting list. If you have registered for a program but are no longer able to attend, notify staff at least 24 hours in advance to avoid being considered a no-show. If you incur three no-shows within a 60-day period, you will be blocked from registering for programs for a 60-day period. If you are more than 10 minutes late for a program in progress, you may not be allowed in and may be considered a no-show.

Library events and classes may be photographed and/or recorded for Library promotions and social media, as per the Library's Photograph/Filming policy. Please let us know if you prefer not to be photographed or videotaped. Your name will not be used without your written consent.

**Cost:**

The Library strives to provide free programming to all. In the rare case that there is a cost for attending a program, the cost will be noted in the event description located in the Library newsletter and online calendar.

**Accessibility:**

The Library strives to provide accessible programming to all. Individuals that require special accommodations should call the Library at least three days in advance of a scheduled program to discuss accommodations.

**Disclaimer:**

The Library offers programs that reflect a wide variety of views and opinions. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the presenters. It is the responsibility of participants or their legal guardians to monitor the subject or theme of the program. If you are concerned about the content of a program, you are encouraged to request information from a staff member about the program's content prior to attending. As charged by the American Library Association's Library Bill of Rights, the Library will not exclude particular programs solely due to possible controversy.

**Policy Review and Revision**

The Elmwood Park Public Library Board of Trustees will review this document at least biennially. Approved and adopted on April 19, 2017, and April 18, 2019.