

PROGRAMMING POLICY

Programming is an integral part of library service. It supports the library's overall mission of connecting people with the world of ideas and information by offering presentations of an educational, informational, entertainment, cultural, or civic nature. These programs:

- Promote reading and literacy
- Introduce patrons and non-users to library resources
- Provide opportunities for personal growth, enrichment, and education
- Expand the visibility of the library as a valuable community resource
- Help to foster a sense of community

Library programs are chosen by staff for their relevance to community needs or interest, popular appeal, and suitability for a general audience. Presenters are chosen for their proven or unique expertise and public performance experience. The booking of a presenter or performer does not imply library endorsement of the content of the program.

Library-sponsored presentations must be information and product neutral – promotion of specific products/services is prohibited. No goods or services, including attendees' names and/or contact information, may be solicited or sold, with the exception of books or music at author or performer events, during the program or presentation. The library does not offer programs of a commercial nature, including but not limited to presentations offered for free but with the intention of soliciting future business.

The library may offer a program in partnership with another community organization. That group will work with library staff to plan and promote the program. Simply booking a library meeting room does not constitute a library-sponsored program. Library programs may occur on- or off-site.

Programs are generally offered free of charge and are open to everyone, but Crete Public Library District cardholders may be given preference for high-demand programs or those with limited sizes. Some programs may require the purchase of materials by participants. Youth Services programs are often developed for specific age or developmental levels. Any age or grade restrictions for a particular program will be published in advance; exceptions will be handled on a case-by-case basis.

Groups

Due to room capacity and staffing limitations, any groups (including but not limited to preschools, schools, day care centers, senior centers, etc.) wishing to attend will only be admitted if there is space available at the time of the program. Scheduled tours, visits, and storytimes are available to groups upon request and dependent on scheduling and staffing availability.

Registration

Registration may be required for certain programs. Every person registering for a program will be required to provide a telephone number and/or email address at which the library can contact them in the event of a cancellation or schedule change.

Cancellation

By the library: Programs may be cancelled by the library 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 let the public know and registered participants will be notified. Cancelled programs are not automatically re-scheduled.

By the patron: Patrons who are registered for an event they cannot attend are asked to cancel their registration at least 24 hours in advance. Failure to provide notice and/or repeated failure to show up for programs may be grounds for being waitlisted. Continued absences will result in suspension of registered program attendance privileges for up to 90 days.

Late Arrival

Attendees are expected to be on time for all programs. Those who arrive 10 minutes or more after the program start time will be considered no-shows. They may be denied access after that time, and their spot may be given away to people on the waiting list.

Special Accommodations

Patrons who require special accommodations should contact the library at least ten business days prior to a scheduled program.

Recording of Programs

While photography and videography in the library is generally allowed, limitations may apply at programs and events based upon contract and copyright restrictions with the presenters. Attendees should discuss their desire to photograph or record a program or event in advance with the appropriate library staff.

Library staff may also photograph or otherwise record library programs for promotional purposes. See the full *Photography and Video Policy* for details.

Other Limitations

Everyone attending library-sponsored programs is subject to all other library policies, including, but not limited to, the *Patron Behavior Policy*, the *Safe Child Policy*, and the *Photography and Video Policy*.

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