

## **LIBRARY PROGRAMMING**

Library programming supports the Library's vision of providing the means for Elmhurst residents to develop a love of reading; access information for work and learning; pursue the interests that will enrich their lives; understand changes in technology, society and culture; and gather and interact with each other.

Programs are developed by Library staff for their relevance to community needs and interests, popular appeal, and suitability for a general audience. Other factors considered are the availability of staff and building space. Programs are developed for a variety of age groups.

Library programming should not exclude topics, books, speakers, media and other resources because they might be controversial. Presentation of a program topic does not constitute an endorsement by the Library of the group's or individual's policies or beliefs.

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 offering access to further information about their services, may ask for participants' contact information. The choice of whether or not to give this information is entirely up to the program participants. The speaker may leave business cards for participants to pick up after the program should anyone be interested. For sale of merchandise during a program, see 3.16.4.

### **Programs for Children**

The Kids' Library will present series programs and individual programs for children from birth through Grade 8 as well as for their caregivers. Programming for infants and preschoolers will focus on fostering a love of language and reading and on pre-literacy skills, while programming for school-aged children will be designed to support reading skills, develop a love of reading, provide opportunities for children to pursue interests that will enrich their lives, and offer opportunities for children to gather and interact with each other.

### **Programs for Teens**

Library programming for Teens will focus on the support of learning, pursuing topics of interest to teens, and giving teens opportunities to gather and interact with each other. Some programming will be developed in consultation with Teens to explore their particular interests.

### **Programs for Adults**

The Library will present programs of general interest to Elmhurst residents on such topics as literature, the arts, history, social issues, consumer concerns and computers. In addition, the Library regularly will present programs and classes for adults on how to use Library resources.

## **Films**

Presentations of various media including, but not limited to: films, television show episodes, anime, and video games, will comply with the various rating systems in general usage in the USA. Only age appropriate media will be used with any given age group. Ages of participants will be verified when necessary. Films presented for an adult audience may have any rating or be Not Rated. When films with an R rating are shown, all publicity will indicate that the movie is intended for an adult audience, and no child under 17 will be admitted without a parent or adult guardian.

### **3.16.1 Program and Class Fees**

Most Library programs will be presented free of charge.

All classes on using Library databases will be provided free of charge. Administrative staff is authorized to charge a nominal fee for classes on other subjects.

### **3.16.2 Publicity for Library Programs**

Programs and exhibits presented at the Elmhurst Public Library are for the benefit of Elmhurst residents. The purpose of publicizing Library programs and exhibits is to inform Elmhurst residents of activities at the Library. Although people from other communities use the Library, it is not the Library's intent to publicize activities outside of the City of Elmhurst.

All publicity for Library programs and exhibits is under the direction of the Library's Public Information Coordinator. This staff member is charged with determining the best publicity for all Library exhibits and programs.

### **3.16.3 Program Registration and Attendance**

Advance registration may be required for high-demand programs.

#### Adult Programs

Elmhurst Public Library cardholders will be given priority when space is limited for a particular program. Nonresidents may be given an opportunity to attend adult Library programs in the meeting rooms on a first-come, first-served basis if the room is not full.

#### Computer Classes

Elmhurst Public Library cardholders will be given first opportunity to register for classes in the Computer Lab. Nonresidents may register for computer classes if space is available and will be charged a fee.

#### Kids' Library Programs

Only Elmhurst Public Library cardholders may register for Kids' Library programs. Staff may establish additional restrictions for specific programs based on age, grade or other relevant factors. Attendance at programs in the Storytime

Room is limited to Elmhurst Public Library cardholders. Nonresidents may be given an opportunity to attend Kids' Library programs in the Large Meeting Room on a first-come, first-served basis if the program has low attendance at the time the program is scheduled to begin.

#### **3.16.4 Sale of Merchandise by Speakers**

Guest speakers/performers presenting programs sponsored by the Elmhurst Public Library may sell items to the public under the following conditions:

- 1) the sale of merchandise does not interfere with the program,
- 2) enjoyment of the program is not hindered for people uninterested in purchasing merchandise,
- 3) merchandise is sold at a cost no higher than the retail price of the item,
- 4) the sale immediately precedes or follows the program,
- 5) merchandise offered for sale is appropriate to the presentation.

All sales of merchandise must be approved in advance by the Program Coordinator.