

PROGRAM CONDUCT POLICY

Policy:

Library programs are offered to enrich the lives of Elmhurst residents. As these are shared experiences, all participants are expected behave in way that promotes the best experience for all and conduct themselves in a manner that does not interfere with the participation of others. All interaction is respectful, whether the event is hosted within the Library, off-site, or virtually. Anyone who disregards this Program Conduct Policy is subject to restrictions of Library privileges and/or removal from Library property.

Conduct guidelines include but are not limited to the following:

- Harassment, intimidation, or discrimination against Library staff, presenters, or attendees is not tolerated.
- Verbal abuse is prohibited. Examples include, but are not limited to, comments about gender, sexual orientation, ability, appearance, size, race, and religion.
- Programs may not be recorded by attendees. The intellectual property of the events belongs to the presenter and may not be shared without formal permission.
- Participants adhere to the parameters of the event type. Events types are pre-determined by staff and presenters. Sample event types are discussions, presentations, drop-ins, and hands-on events.
- Presenters may not solicit or advertise their services. If approached by participants, they may share information.
- The Library never distributes attendee contact information and respects individuals' privacy.
- Cell phones are turned off and put away during programs. Should this not be possible, please silence phones and take calls elsewhere.
- Supplies belonging to the Library are distributed fairly to support the mission of programs. Extra materials are collected at the end of programs for use in future Library programs and cannot be taken home by participants.