

Programming Policy

Programming is an integral part of library service in support of the library's mission. The Fairview Heights Public Library designs and offers programs that:

- Present education, cultural, and recreational opportunities
- Reflect community needs and interests
- Increase awareness and use of library resources and services
- Attract new patrons
- Promote discovery, enrichment, collaboration, and the exchange of ideas
- Foster a sense of community, compassion, and curiosity

Programs may include, but are not limited to: discussions, exhibits, movie screenings, performances, presentations, story times, and workshops. Library programs may take place at the library, off-site, online, or in a hybrid format.

Programming Selection and Design

Ultimate responsibility for program selection and design rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. The Library Director determines the budget, guidelines, and organizational structure for the staff who coordinate, plan, and deliver programs. The Youth Services/Assistant Director and the Marketing & Programs Coordinator coordinate, develop and deliver library programs for specific audiences and topics. On occasion, other staff can be designated to deliver programs.

Staff select and evaluate programs using a variety of factors. Factors included, but are not limited to:

- Connection to library mission
- Interests and needs of the community, as well as topics of local, state, and national interest
- The suitability of the program for the intended audience
- Presenter background and qualifications in content area, including proven or unique expertise and/or public performance experience
- The quality, accuracy and timeliness of the program
- Availability of library resources, including staffing support, budget, and space

If a fee is instituted it is expressed at sign-up, as well as in any marketing materials.

Library programs are not commercial in nature. This includes, but is not limited to, free programming offered with the intent of soliciting or advertising to future customers. Library programs are to be information-based and free of solicitations, sales pitches, or proselytizing.

At the discretion of the Library Director or designees, authors, visual artist, music performers, and other professional performers or presenters booked by the library may be permitted to offer books or other merchandise for sale as part of a library program, but admittance into the program is not dependent on the possession or purchasing of a presenter's products. Presenters shall be solely responsible for any taxes applicable to such merchandise sales.

The library may offer programming in partnership with other community organizations. The booking of a presenter or performers, or library sponsorship of or collaboration on a program, does not constitute in any way an endorsement by the library of the program content or the views expressed by the participants or speakers. Use of the meeting room space by outside groups per the Library Meeting Room policy does not constitute a library-sponsored program.

Community members and presenters may submit program suggestions or proposals, which are considered using the above factors. Library staff reserve the right to determine which programs and events are scheduled.

Participation in Library Programs

Registration

Registration may be required for certain programs. The library reserves the right to require registration with or without a Fairview Heights Public Library card for any program at its discretion.

Limits to Attendance

In some cases, the nature and success of a program may require a limited attendance based on age, especially programs intended for audiences with specific developmental needs. Library staff may establish restrictions for specific programs based on age, grade, or other relevant factors. This information is included in publicity about such programs. In no case will attendance at a program be limited because the content of the program may be controversial.

When safety or the success of a program requires it, attendance at a library program may be limited. The library reserves the right to limit attendance for a library program at its discretion.

Waivers

Depending on factors such as the type of activity or location of event, some programs may require signed waivers for participation in all or part of an event.

Accommodations

Patrons who require accommodations to participate in a library program should contact the library as early as possible before a scheduled program. The library strives to make events welcoming for people of all abilities.

Groups

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

Recording of Programs

Limitations to photography and/or videography may apply at library programs and events based upon contract and copyright restrictions with the presenters.

By attending a library program, participants consent to being photographed or recorded. These images and recordings may be used for promotional purposes both in print and online, including social media channels. If photos/videos will be taken at a library program, staff will make an announcement and patrons will have the option to decline.

Conduct in Library Programs

Participants in library programs are to conduct themselves in an appropriate manner in keeping with the library vision, mission, and existing policies, including but not limited to the Public Code of Behavior policy.

The library reserves the right to suspend or revoke permission to attend library programs for violation of library policies, rules, or regulations.

Cancellation of Programs

Programs may be cancelled for a number of reasons including, but not limited to, severe weather, absence of the presenter, or low registration. In the event a program is cancelled, library staff will inform the public. Cancelled programs are not automatically rescheduled. The library reserves the right to cancel a program at any time for any reason at the discretion of the Library Director or their designee.

Intellectual Freedom

The library supports the principles of intellectual freedom and the individual's right to have access to ideas, information, and perspectives representing multiple points of view.

The library actively seeks to offer a variety of programming options representing a diversity of genres, formats, idea, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity of the community. Programs are informational in nature, and offering programs on topics that may be deemed personal, political, or religious in nature does not constitute an endorsement of the program content or the views expressed by the participants or speakers. The library may offer programs that meet the needs of the community even when they may present views contrary to the personal beliefs of staff members, library trustees, community organizations, or individuals.

The library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, and/or family values. Patrons cannot restrict or interfere with other patrons' freedom to attend programs in any way.

Reconsideration of Library Programs

The Library encourages interest in its programming, and patrons have the opportunity to discuss programming decisions with staff through multiple channels, including online or in conversation with staff. Fairview Heights residents who request the reconsideration of library programming will be asked to put their request in writing by completing and signing the form appended to the policy entitled, Request for Reconsideration of Library Program. Upon receipt of this formal request, the Library Director will discuss the request with appropriate professional staff. The program will remain on the library calendar in the meantime. The Library Director's decision regarding the reconsideration request will be final. The Director will inform the Board of Library Trustees of all formal requests for reconsideration of library programming. The Director will communicate the decision regarding the reconsideration request, and the reason for it, in writing, to the person who initiated the request for reconsideration and to the Board of Library Trustees at the earliest possible date.

Reconsideration requests will only be considered from Fairview Heights Public Library cardholders or those residing within the legal boundaries of the City of Fairview Heights. Any decision on a program will stand for a two-year period from the date of the library's initial receipt of the reconsideration request form.

Adopted:

**FAIRVIEW HEIGHTS PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY PROGRAM**

PROGRAM: _____ PROGRAM DATE: _____

REQUEST INITIATED BY: _____

ADDRESS: _____

CITY/ ZIP: _____

PHONE: _____ EMAIL: _____

IS THIS REQUEST MADE ON BEHALF OF: YOURSELF ORGANIZATION

NAME OF ORGANIZATION: _____

ARE YOU AN FHPL CARDHOLDER YES NO

DO YOU RESIDE WITHIN THE CITY OF FAIRVIEW HEIGHTS BOUNDARIES YES NO

WHAT BROUGHT THE PROGRAM TO YOUR ATTENTION?

WHAT CONCERNS YOU ABOUT THE PROGRAM? (PLEASE BE SPECIFIC)

HAVE YOU READ THE FAIRVIEW HEIGHTS PUBLIC LIBRARY PROGRAMMING POLICY? Yes/No

PLEASE REFERENCE THE POLICY SECTION THAT YOU ARE DISPUTING ALONG WITH THE ACTION YOU ARE REQUESTING THE LIBRARY CONSIDER?

DATE: _____

SIGNATURE OF PATRON: _____

DATE: _____

SIGNATURE BY STAFF MEMBER: _____