

Hinsdale Public Library

Programming and Outreach Policy

Purpose

The Hinsdale Public Library (HPL) enriches Hinsdaleans' lives with opportunities to learn, engage, discover and connect.

Library programs offer residents the opportunity to enjoy educational, recreational, informational, and cultural events and connect with others who share their interests.

Library outreach extends HPL services and programs into the community to raise awareness, support local organizations, and increase convenience for our patrons.

Programs

Program Categories

HPL provides two types of programs: 1) Library planned, and 2) Library co-sponsored.

- “Library planned” programs are originated, planned, administered, funded, and publicized by HPL.
 - Outreach events are generally library planned and serve targeted populations at locations that are convenient to those populations.
- “Co-sponsored” programs are provided jointly with other organizations, with a priority given to those serving Hinsdale residents. While co-sponsorship decisions are made on the basis of shared interest, responsibility and benefits, co-sponsorship of a program with an organization does not imply that HPL endorses or supports other activities of that organization.

Meetings or events held in HPL meeting rooms that were reserved by a community member for that purpose are not considered library programs.

Program Content and Purpose

When planning and evaluating its programs, HPL considers other programming, events, and resources that are available to community members. HPL also considers attendance at similar HPL events, circulation of items in the proposed programming area, and feedback from patrons.

While HPL accepts program suggestions from the public, it is up to HPL staff to determine which programs should be provided. Due to the high volume of proposals received, HPL staff will respond only to the program proposals that most closely meet our guidelines, mission, needs, schedule, and budget. The Executive Director reserves the right to make final decisions regarding programs.

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Acceptance of a program or topic by HPL does not constitute an endorsement of the individual's or group's policies or beliefs. HPL is not obligated to represent multiple and/or opposing viewpoints within any one program or series.

The format of HPL programs is determined by HPL staff. Programs may be delivered in person, online, or a hybrid of the two. In-person programs may take place at HPL or at another location.

Registration and Attendance

For the most part, HPL programs are open to the public. HPL may find it necessary to restrict attendance at certain programs or program series to Hinsdale residents and cardholders. Program registration may be required for these and other programs. HPL reserves the right to charge a fee for certain programs.

HPL's aims to be as inclusive as possible and will provide reasonable accommodations requested at least five days prior to a scheduled program.

HPL does not provide publicity or take registration for events in HPL meeting rooms that are hosted by community members but are not planned or co-sponsored by HPL.

Marketing Products and Services

Presenters may not require program participants to provide their names or other personal information or to solicit and or/accept handouts. While a presenter may not market merchandise during a presentation, HPL may grant permission for the sale of program-related materials at the conclusion of the program.

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Outreach

Outreach Audiences

HPL delivers outreach services to individuals and groups located in Hinsdale and organizations and agencies that serve or represent Hinsdale residents. HPL staff determine participation in outreach events based on the following criteria:

- Alignment with HPL's mission
- Alignment with HPL's strategic goals and priorities
- Availability of staff, including sustainability for ongoing support
- Budget
- Relation to library collections, resources, exhibits and programs
- Connection to other community or national programs, exhibitions, or events of interest to Hinsdale residents
- The number of residents likely to be reached by the service or event
- The impact of outreach services on participating residents

Outreach Categories

Regular outreach activities may include but are not limited to:

- Delivery Service – HPL staff coordinate “Doorstep Delivery” for Hinsdale cardholders regularly unable to visit the Library.
- Visits to Schools -- HPL staff visit local schools to share stories, offer reading recommendations, or provide information on library resources or a topic of interest.
- Visits from Organizations -- Classes and other groups can arrange to visit HPL for individualized tours, instruction, programming or book sharing.
- Community Events -- HPL staff participate in community events to support and strengthen our relationships with our community partners and promote library services.
- Presentations – HPL staff visit community groups to deliver existing library programming or make a custom presentation based on the needs and interests of the organization.

Outreach events may be cosponsored or presented with another agency.

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General

Photos and Recordings

HPL occasionally uses photos of patrons and events in its publications, on its website, and on social media outlets. Some programs may be recorded and made available online. Patrons will be given advanced notice of plans to record and share these programs and events. Requests to be excluded from photos or recordings will be accommodated whenever possible.

Situations Not Covered

Any situation not specifically covered above will be resolved by the Executive Director.

Appeal Process

Residents are welcome to discuss their concerns about HPL programming and outreach with appropriate staff or the Executive Director. If that discussion does not adequately resolve the resident's concern, the resident may make a formal appeal using the following process.

Process

- Resident submits a written request for reconsideration to the Executive Director.
- The Executive Director reviews the request with the appropriate department manager.
- The Executive Director replies to the resident with their decision whether or not to alter or remove the display.

Appeal

- To appeal a decision made by the Executive Director, a resident may submit a request to the President of the Board of Library Trustees via letter or email.
- The Library Board or appointed subcommittee will convene to review the request and make a recommendation to the Library Board.
- Following a vote by the Library Board, the Executive Director or Board President will contact the resident with the Board's decision.

The Board aims to resolve all resident issues in a timely manner.

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Policy Review and Revision

This document will be reviewed by the Board at least every three years.

See also:

[Photography and Recording Policy](#)

Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on October 2005.

Revised 08/28/12, 6/23/15, 06/26/18, 09/21/21, 08/27/24.