

Hinsdale Public Library

Programming Policy

Purpose

The Hinsdale Public Library presents educational, recreational, informational, and cultural programs as part of its mission to celebrate lifelong learning and foster community connections through innovative educational and cultural experiences.

Program Categories

The Library provides two types of programs: 1) Library initiated, and 2) Library co-sponsored. "Library initiated" programs are originated, planned, administered, funded, and publicized by the Library. "Co-sponsored" programs are provided jointly with other local organizations. Co-sponsorship of a program with an organization does not imply that the Library endorses or supports other activities of that organization.

Program Content and Purpose

When planning and evaluating its programs, the Library considers other programming, events and resources that are available to community members.

The Library provides outreach programs to targeted populations who cannot visit the Library. Department managers initiate and respond to requests for off-site programming.

Registration and Attendance

In general, Library programs are open to the general public. The Library 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. The Library reserves the right to charge a fee for certain programs.

Patrons who require special accommodations should contact the Library at least five days prior to a scheduled program.

Marketing Products and Services

Presenters may not require program participants to provide their names or other personal information or to accept a business card or any handouts. While a presenter may not market merchandise during a presentation, the Library may grant permission to have merchandise/materials related to the program available for purchase at the conclusion of the program.

Hinsdale Public Library

Programming Policy

Photo Policy

The Library occasionally uses photos of patrons and events in its publications, on its website, and on social media outlets. Requests to be excluded from these 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

Patrons are welcome to discuss their concerns about library programs with appropriate staff. If that discussion does not adequately resolve the patron's concern, he/she may submit a letter to the Executive Director.

Process

- Patron 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 patron with his/her decision regarding the programming request.

Appeal

- To appeal a decision made by the Executive Director, a patron may submit a request to the President of the Board of Library Trustees via letter or email.
- The Policy Committee 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 patron with the Board's decision.

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

Policy Review and Revision

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

Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on October 2005.

Revised 08/28/12, 6/23/15, 06/26/2018.