

# 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 at locations that are convenient to them. Department managers approve requests for off-site programming.

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

### **Registration and Attendance**

For the most part, 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.

The Library's intent is to be as inclusive as possible and will provide reasonable accommodations requested 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 solicit and or/accept handouts. While a presenter may not market merchandise during a presentation, the Library may grant permission for the sale of program-related materials at the conclusion of the program.

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### **Photos and Recordings**

The Library 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. 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**

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, 06/26/18, 09/21/21.