SSCHPL
Steger-South Chicago Heights Public Library

Programming Policy

Programming is an integral part of library service in support of the library's mission. The Steger-South Chicago Heights Public Library (SSCHPL) designs and offers programs that:

- Present educational, 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, storytimes, and workshops. Library programs may take place at the library, off-site, online, or in a hybrid format.

Programming Selection

Ultimate responsibility for program selection and design rests with the Library Director, who operates within the framework of policies determined by the Board of Trustees. The Library Director determines the budget, guidelines, and organizational structure for the staff who coordinate, plan, and deliver programs. The Outreach Coordinator, Youth Coordinator, and Social Services Coordinator oversee and coordinate library programs. Designated staff are responsible for development and delivery of programs for specific audiences and topics.

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

- Connection to library mission and strategic priorities
- 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
- Availability of equitable programming elsewhere

Library programs are available free of charge and shall not be 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 designee, authors, visual artists, 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 performer, 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. Library cardholders booking a library meeting room 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. Registration information will not be shared with any third party presenters unless the registrant gives their express consent.

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 of 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 the 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 storytimes 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.

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. 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 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's commitment to intellectual freedom extends to its programming by welcoming a broad spectrum of opinions, viewpoints, and ideas.

The library actively seeks to offer a variety of programming options representing diversity of genres, formats, ideas, 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 and paper comment forms and conversations with staff. SSCHPL district residents who request the reconsideration of library programming may be asked to put their request in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Library Program." Upon receipt of this formal request, the Director will discuss the request with appropriate professional staff. The program will remain on the library calendar in the meantime. The 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 reasons 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 from residents living outside of the SSCHPL district boundaries are not eligible for the formal reconsideration process.

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