

Elkhart Lake Public Library – Program Policy

This policy reflects the Library's mission to provide quality programs and services to fulfill the informational, educational, recreational and cultural needs of the community it serves.

Programming is an integral component of library services that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides opportunities for lifelong learning
- Provides entertainment
- Expands the visibility of the library

The Library Director and staff utilize expertise, collections, services, and facilities in developing and delivering programming. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Relation to Library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. External organizations or individuals partnering with the Library on programs are expected to coordinate marketing efforts and share program expenses with the Library. Programs may be held onsite at the Library or off site.

Ultimate responsibility for programming at the Library rests with the Library Director, under the authority of the Board of Trustees. Due to limited time, space, and resources, the Library cannot be involved as a sponsor for all worthy program ideas.

All Library programs are open to the public. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

Registration may be required for planning purposes or when space is limited. Even in the event of pre-registration, the Library does not guarantee seating once a program has begun. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library's Code of Conduct. At times the Library may limit a program to certain age groups to ensure that the content, activities, and discussions are appropriate and engaging for the intended audience.

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Adult supervision is required at all programs involving youth unless otherwise stated by the program facilitator.

The Library does not provide names or addresses of people attending library programs. Presenters cannot collect a list of names or contact information of attendees. However, the Library will not prevent individual members of the audience from willingly giving a speaker or co-sponsor their names after the program.

Program participants should expect that photographs/video will be taken at programs and used on the Library's social media sites and/or flyers and website. Participants may request in writing that their image not be used by the Library.

Any sales of products at Library programs must be approved by the Library Director in advance of the program. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

The Library welcomes expressions or opinion from patrons concerning programming. If a patron questions a Library program, they should address the concern with the Library Director.