

Programs in the Library Policy

Policy Statement

Programs sponsored by the Thornton and East Hazel Crest Public Library will support the stated mission, vision, and strategic plan of the Library. Programs strengthen the Library as a vital part of the community, enhance the library experience for its patrons, and help the Library reach out to new and diverse patrons. The Library offers both educational and entertaining programs. The views and opinions expressed in any outside presentation are those of the presenter(s) and do not reflect the official policy or position of the Thornton and East Hazel Crest Public Library.

Regulations

1. Library programs should relate to the Thornton and East Hazel Crest Public Library mission, provide enrichment that enlightens, and should meet the informational, educational and entertainment needs of the patrons in the library's service area.
2. Program development is the responsibility of the Adult, Youth and Teen departments. Other staff and members of the community are welcome to submit ideas for programs. The Library Department Heads and the Director have the option to implement ideas or not, as they deem appropriate.
3. Library staff may plan programs in co-operation with other community groups in order to better serve the community.
4. The merits of any program are weighed against the needs, interests, and demands of the public and the budget constraints of the Library.
5. The Library Director has the ultimate responsibility of the approval or disapproval of proposed programs.
6. Programs should be planned and presented as appropriate to the needs of the target age group.
7. Programs should be planned as far in advance as possible in order to secure supplies and space.
8. The scheduling of Library programs takes precedence over programs and meetings of outside groups.

General Guidelines

1. Registration may be required and attendance may be limited for program depending upon space restrictions within the library along with the subject matter and

- resources available. The age requirement and the minimum or maximum number of attendees will be determined by library staff in cooperation with presenters.
2. Fees may be charged for some library events to help offset the cost of the presenter or materials. The Library reserves the right to charge a fee for non-residents to attend programs.
 3. Authorized Library staff may cancel or terminate programs if necessary.
 4. Many programs require registration. The Library has the right to refuse entrance to these programs to those who did not register.
 5. The library has the right to set age limits for attendance at certain programs, due to space limitations or the nature of the program.
 6. Presentations and Guided Facility Tours
 - A. Group presentations or tours are available to organizations in Thornton or East Hazel Crest.
 - B. Individual groups or classes may request no more than one tour per year.
 - C. Tour requests may be made by contacting a librarian.
 - D. Tour requests must be approved by a library department head or the library director.
 - E. Arrangements must be made at least three weeks in advance.
 7. Library sponsorship of a program does not constitute or imply endorsement of a presenter's viewpoint.
 8. Library programs are non-commercial in nature. Exceptions to this may include: Library fundraisers, visiting authors, artists, or entertainers who may offer their works for sale.
 9. No tipping or other payment or compensation to library personnel is permitted.
 10. Concerns, questions or complaints about library programs will be processed in accordance with library policies or regulations that govern use of other library resources.