SUBJECT: PROGRAMMING POLICY

I. PURPOSE

Programs are an integral aspect of Library service. Programming furthers the mission of the Library by highlighting the collections and services of the Library. The purpose of this policy is to define the parameters for programs offered by the Naperville Public Library.

II. SCOPE

All Library-sponsored programs, both on-site and off-site, are administered under this policy. Non-Library sponsored programs must comply with all standards included in the Library’s Meeting Room Policy (Policy No. 320, Public Use of Meeting Rooms).

III. PROVISIONS

A. The primary audience for Library-sponsored programs is the individual who holds a Naperville Public Library card.

B. Staff led, partnership, or sponsored programs are planned and conducted by the Public Services staff and/or Marketing staff.

C. Programs may be held at any Library facility. Distribution of programs at Library facilities is based upon a number of factors which include: demand and attendance by Naperville Public Library card holders; the number of staff members available to conduct programs; size and capacity of meeting and program rooms; available equipment; amount of available parking; and the Library’s annual budget.

D. A current Naperville Public Library card is required to participate in or attend a registered program, unless otherwise specified. Registered programs are identified in all publicity released for these programs. Members of groups must each present a current Naperville Public Library card in order to attend registered programs.

E. The Naperville Public Library reserves the right to give preference to Naperville Public Library card holders in cases of limited seating per Policy 040 – Priority Service to Residents.

F. Library staff may conduct instructional programs and visits (on-site and off-site) for institutions and groups based on staff availability, suitability of location, prevalence of Naperville residents, and relevance to other Library services, collections, programs, or initiatives. The Office of the Director reserves the right to make final decisions regarding programs.

G. Programming practices adhere to the American’s With Disabilities Act and the American Library Association’s Bill of Rights. Grant-sponsored programs are provided according to the dictates of the grant.

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