

SUBJECT: PROGRAMMING POLICY**I. PURPOSE**

Programs are an integral aspect of Library service. The primary function of programming is to highlight the collections and services of the Library; therefore, programs are planned and scheduled to further the mission 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 adult, teen and children's programs, both on-site and off-site, are administered under this policy. Types of programs include but are not limited to: paid performers or presenters; instructional programs; book discussion groups; staff-led storytimes and programs; reading programs; contests or activities relating to in-house Library promotions; and staff-led library visits or tours. 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. DEFINITIONS

- A. Resident cardholder - A resident of incorporated Naperville who is entitled to a full-service Naperville Public Library card.
- B. Fee cardholder - A person who pays a fee, commensurate to the fee paid by taxpayers for the Naperville Public Library and who is entitled to a full-service Naperville Public Library card.
- C. Registered program - A program or storytime which requires registration prior to the event. Registered programs are limited to Resident and Fee card holders, unless otherwise specified. Publicity for registered programs specifies the manner in which registration is to take place.

IV. PROVISIONS

- A. The target audience for Library-sponsored programs is the individual resident who holds a Naperville Public Library Resident card or Fee card. Programs are offered to the public within policies and procedures set forth by the Board and staff.
- B. Programs are planned and conducted as established by the Program Coordinator and/or Public Services staff. The Program Coordinator is responsible for recording statistics and reporting on all program-related activities.
- C. Programs are held at all Library facilities. Distribution of programs is based upon a number of factors which include but are not limited to: demand and attendance by Resident card and Fee card holders; the number of staff members available to

conduct programs; size and capacity of meeting and program rooms; amount of available parking and the Library's annual budget.

- D. A Naperville Public Library Resident card or Fee card is required to participate in a registered program, unless otherwise specified. Registered programs are identified in all publicity released for these programs. Members of groups, other than households or families, must each present a valid Naperville Public Library Resident card or Fee card in order to attend registered programs.
- E. In all cases, the Naperville Public Library reserves the right to give preference to Naperville Public Library Resident card and Fee cardholders in cases of limited seating.
- F. Library staff conducts instructional programs and visits (on-site and off-site) for institutions and groups comprised of more than 60% residents of incorporated Naperville. The Executive Director reserves the right to make exceptions and will make final decisions regarding programs.
- G. All Library programs comply with local, state and federal mandates as well as with the guidelines set forth in this policy. Programming practices adhere to the American Library Association's Bill of Rights. When grant-sponsored programs are held, dictates and rules of the grant are followed.