

**Section II: Service Policies**

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**TITLE: Programming Policy**

Lake Villa District Library (LVDL) provides programs in support of its mission to “enrich lives by connecting people with resources, services, spaces and each other” and considers programs to be an integral component of library service. LVDL strives to develop and maintain a balanced program offering for people of all ages, interests and backgrounds.

**Selection Criteria**

LVDL’s belief in unrestricted access to information extends to programming. Library sponsorship of a program does not constitute an endorsement of content or views expressed by presenters or participants. Program topics, speakers and resources are not excluded due to possible controversy. LVDL utilizes staff expertise, collections, services and facilities in the development and delivery of programs. The following is a list of considerations staff use when planning programs:

- Relevance
- Need
- Available space
- Intended audience
- Budgetary considerations
- Presenter qualifications in content area

Programs include, but are not limited to, story times, lectures, performing/visual arts, participatory workshops, book clubs, discussion groups, demonstrations, and presentations for social, cultural, educational, or entertainment purposes.

LVDL participates in cooperative or joint programs with other community agencies, organizations, institutions or individuals.

Individuals or groups who speak or perform at a library-sponsored program may sell their books or merchandise that relate to the topic of that particular program. The presenter is responsible for all financial transactions, including collecting and filing applicable sales tax. The library staff is not expected to order books, keep inventory, or handle money from such sales.

**Program Implementation**

All programs are open to the public, although some may be designed for specific audiences or ages. Registration is required for some programs for planning purposes or when space is limited.

Most programs are offered at no cost, but occasionally, a nominal fee may be necessary for some programs.

Programs may take place at the library, offsite at other locations, or online and may be delivered by library staff or professionals with whom the library contracts.

LVDL complies with all applicable laws, including the standards and requirements, of the Americans with Disabilities Act and state or local disability accessibility guidelines.

LVDL programs and events may be photographed and/or recorded by staff or other representatives. If patrons do not wish for themselves or their children to be photographed or recorded, they should notify staff.

### **Reconsideration of a Library Program**

Patrons who wish to request a reconsideration of a library program are encouraged to discuss their concerns with a library supervisor or the library director. If the patron is not satisfied with the outcome of those discussions, they will be provided with information to request a formal reconsideration of the program.

The following steps outline LVDL's procedures for a formal Request for Reconsideration of a library program. The program under consideration will not be canceled, postponed, or rescheduled, until the review is complete and the final decision is determined.

- The patron will be provided the LVDL Mission Statement, Programming Policy, Request for Reconsideration form, and the Library Bill of Rights.
- The patron will submit a Statement of Concern form to the Library Director.
- The Director will appoint a committee of staff members to review the form and the program within 15 business days.
- The Director will notify the patron on the committee's decision within 15 business days and a summary of the concern and the action will be reported to the Board of Trustees.
- The patron may appeal the decision in writing to the Board of Trustees within 10 business days.
- If the Board of Trustees plans to address the appeal at a Board Meeting, the patron will be notified of the meeting date, time and location.
- The Board of Trustees has the right to limit the length of public comments in accordance with the Public Comments Policy. The decision of the Board is final.

It is understood that library programs are of a time sensitive nature. If the staff committee or the Board determine that the program is not in line with the Library's Mission and Program Policy after the program takes place, that decision will influence future program choices.

Adopted: October 10, 2000

Revised: 8/14, 3/19, 3/22

Reviewed:



## Lake Villa District Library Request for Reconsideration of Library Program

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you represent self:  Or an organization:  Name of Organization: \_\_\_\_\_

1. Title of program in question: \_\_\_\_\_

Date of program in question: \_\_\_\_\_

2. What brought this program to your attention?

\_\_\_\_\_

3. What experience do you have with the content of this program?

\_\_\_\_\_

4. What concerns you about this program? Please be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_

5. Are there alternative programs you would suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_  
\_\_\_\_\_

6. What action are you requesting LVDL consider?

\_\_\_\_\_

Please submit completed form to the Library Director.