

## Programming Policy

### A. Introduction

Messenger Public Library presents educational, recreational, informational, and cultural programs on a wide variety of topics and perspectives to fulfill the library's mission to inform, connect, and enrich the community of North Aurora. MPL's programs will serve all people, explore historical and contemporary topics, and encourage respectful, open dialogue.

All library-sponsored programs, both on-site and off-site, are administered under this policy. Programming practices adhere to the Americans with Disabilities Act and the American Library Association's Library Bill of Rights.

### B. Program Selection

The selection of program content, including topics, activities, presenters, and highlighted materials will be made on the basis of public interest and relevance to MPL's mission and strategic plan. In programming, as in selection of materials, the library will attempt to provide a wide variety of subject matter.

Programming may reflect broad views, diversified viewpoints, and informational programs about controversial topics as a library represents both world and national thought. Intellectual freedom and the exploration of ideas are core to the mission and purpose of a public library.

The library does not offer programs supporting or opposing any political candidate, ballot measure, or specific religious conviction. Informational programs may address topics of local or national concern and will be carefully evaluated.

The inclusion of a program in library scheduling does not constitute endorsement of program content.

Programming may be offered by library staff, partner organizations, or independent contractors subject to the execution of an approved contract. Presenters are chosen for their proven or unique expertise and public performance experience.

Program suggestions and proposals from presenters and members of the community are welcome. Library staff retains the right to determine which programs and events are scheduled.

### **C. Participation in Programs**

A Messenger Public Library card is not required to participate in or attend most library programs unless otherwise specified. Program registration may be required; the library reserves the right to limit the number of participants in library programs based on space, supplies, or target age group.

Age restrictions may be in place to limit youth in adult programs or adults attending independent youth programs due to subject matter, developmental appropriateness, security, and the comfort level of participants with the audience members are factors.

Library programs are generally free to attend. Some exceptional programs may require an individual registration cost due to materials or outside registration fees; details will be advertised in advance.

The library's intent is to be as inclusive as possible and will provide reasonable accommodations requested at least five days prior to a scheduled program.

### **D. Marketing Products and Services**

Partnership program offerings may be limited to fit the ethics and mission of the library as a civic, non-profit institution.

Presenters may not require program participants to provide their names or other personal information nor to solicit and/or accept handouts. While a presenter may not market merchandise during a presentation, the library may grant permission for the sale of program-related materials at the conclusion of the program.

Recruiting of clients or promotion of sales is not allowed.

### **E. Photos and Recordings**

The library occasionally uses photos of patrons and events in its publications, on its website, and on social media outlets. Some programs may be recorded and made available online. Patrons will be given advanced notice of plans to record and share these programs.

Requests to be excluded from photos or recordings will be accommodated whenever possible.

### **F. Library Outreach and Partner Programs**

Library staff may conduct programs and visits (on-site and off-site) for institutions and groups based on staff availability, suitability of location, prevalence of North Aurora residents, and relevance to other library services, collections, programs, or initiatives. Department Heads reserve the right to make final decisions regarding programs.

## **G. Meeting Room Rentals by the Public**

Public reservations of library meeting rooms are not considered library programs. These reservations fall under the Meeting Rooms Policy. Renters should make sure to specify in their advertisements that their program is not affiliated with Messenger Public Library.

## **H. Situations Not Covered**

Any situation not specifically covered above will be resolved by the Executive Director, with careful consideration of the patron, library values, and operational needs of the organization.

## **I. Appeal Process**

Patrons are welcome to discuss their concerns about library programs with appropriate staff. If that discussion does not adequately resolve the patron's concern, they may submit a letter to the Executive Director.

### **Process**

- Patron submits a written statement of concern to the Executive Director.
- The Executive Director reviews the statement with the appropriate Department Head.
- The Executive Director replies to patron with their decision regarding the program.

### **Appeal**

- To appeal a decision made by the Executive Director, a patron may submit a request to the President of the Board of Trustees via letter or email.
- The Executive Director and Board of Trustees will review the information, and the Board may elect to hold a formal vote. The Executive Director or Board President will contact the patron with the Board's decision.

The Library aims to resolve all patron issues in a timely manner.

*Approved by BOT 9/14/23*