

## **LIBRARY PROGRAMS**

### TFML Policy No. 22

The Thomas Ford Memorial Library offers a variety of programs that are intended to highlight and promote the resources of the Library, encourage reading and the pursuit of knowledge, and enrich the lives of Western Springs residents. Programs are an extension of the Library's mission to provide access to a vast array of ideas and information. Offering a program on a topic or by an organization does not constitute Library endorsement of a particular point of view or of the presenting organization and its activities.

#### **22.1 Children's Programs**

##### 22.11 Purpose

Programs conducted for children and their families will promote reading and Library resources and services, offer literary and language experiences, and share the heritage of children's literature. Programs such as story hours, puppet shows, music and craft programs, and presentations by local authors and artists extend the library experience beyond the written word in a social setting with other children and adults.

##### 22.12 Registration

All children's programs are open to Thomas Ford Library cardholders on a first-come, first-served basis. Some may require registration in advance. When a minimum age is stated for program attendance all children are required to meet that requirement in order to attend the program. Waiting lists will be created when programs are full. Registrants who must cancel their reservations are asked to notify the Library as soon as possible so that members on the waiting list may be contacted.

##### 22.13 Parental Responsibility

Parents should refer to the Library's "Safe Child Policy" (#18) for guidelines concerning age requirements for leaving children in a program without a parent or guardian on site.

#### **22.2 Teen and Adult Programs**

##### 22.21 Purpose

The Library will regularly present programs and classes for teens and adults on how to use Library resources and services. In addition, the Library will offer programs of general interest to Western Springs residents. The Library welcomes suggestions from patrons for programming topics.

##### 22.22 Registration

All teen and adult programs are open on a first-come, first-served basis. Some may require registration in advance and some may be limited to Thomas Ford Library cardholders. Waiting lists will be created when programs are full. Registrants who must cancel their reservations are asked to notify the Library as soon as possible so that members on the waiting list may be contacted.

## **22.3 Summer/Vacation Reading Programs**

### 22.31 Purpose

Reading programs are offered during the summer to encourage patrons of all ages to read widely and engage with the library regularly.

### 22.32 Prizes

Local merchants and other businesses may donate items or certificates to be given as prizes/incentives to participants. The Library does not endorse or promote any particular donor by distributing these items. No Library Staff or Board member, or members of their immediate families shall accept any prize that violates the State Gift Ban Act.

## **22.4 Program Fees**

22.41 Most Library programs are free of charge. The library reserves the option to charge a materials fee.

## **22.5 Presenters**

Presenters are selected by library programming staff based on topics of interest and the presenter's experience, reviews, and fees. Presenters are prohibited from requiring participants to sign in or soliciting business from program attendees. Speakers may leave business cards or offer an optional mailing list sign-up for interested participants to pick up after the program.

## **22.6 Complaint Process**

22.61 Requests to reconsider/cancel a Library program must be made in writing on the **Request for Review By the Board Form** (attached) and received by the Library Director at least ten (10) days prior to the date that the program in question is to be held. The Request for Review By the Board Form can be picked up at the Library or printed off the Library's website.

22.62 Forms submitted by Western Springs residents or Thomas Ford Library cardholders will be formally reviewed by a committee composed of Library Trustees and Staff. Forms that are incomplete or unsigned will not be accepted. A decision will be made within five (5) days of receiving the request. The complainant will be notified by phone and in writing of the Committee's decision.

## **22.7 Cancellation of Programs**

The Library Board has the right and authority to cancel Library programs when deemed appropriate to do so.

## **22.8 Participation in Programs**

The Library may take photos or film of participants in Library programs. Participation in any of the Library's programs constitutes an agreement by the participant and/or the parent/guardian to authorize the Library to photograph or film participants and/or their artwork from time to time, without compensation, for possible use in publicity and marketing efforts (website, Facebook, newsletter, newspaper). Participants are not identified without their permission. Please notify staff if you do not wish to be photographed or do not want your child photographed.

Attachments: Request for Review By the Board Form

Approved: June 25, 2008  
Revised: June 28, 2011  
Revised: November 20, 2013  
Revised: April 2, 2019

**Request for Review by the Board Form**

**THIS FORM MUST BE COMPLETELY FILLED OUT AND SIGNED TO BE REVIEWED.**

**Complainant information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ himself/herself OR \_\_\_\_\_ name of organization

**Please state your concern, describing to what item, program, display, or Library Director/Board decision concerning any of the former you are objecting.**

**Why are you objecting?**

**In its place, what would you recommend that would convey as valuable a picture and perspective of the subject treated?**

**How do you think the Library Board and Staff should address this issue?**

**Signed \_\_\_\_\_ Date \_\_\_\_\_**