



**Glenview  
Public  
Library**

# Programs Policy

## Purpose

The Glenview Public Library provides programs to enrich the lives of Glenview residents by offering a wide array of programs that encourage opportunities for learning and discovery.

## Policy

1. Programs are aligned with the Library's Strategic Plan, Goals and Objectives and will reflect community interests and target activities that attract diverse segments of the community.
2. All Library programs are free of charge and open to the public. Attendance will not be limited by race, gender, nationality, political, or religious views.
3. A parent, guardian, or caregiver may attend any Library program with his or her child. However, caregiver, sibling, or family member involvement in some programs may not be recommended due to space, group dynamics, or socialization and independence considerations.
4. The library may require an adult or responsible caregiver to attend designated programs for young children.
5. The Library does not offer programs of a commercial nature. However, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the Library may grant permission for the sale of such items in conjunction with a library-sponsored program. All such permissions must be arranged in advance and approved by the Library Director.
6. Ultimate responsibility for Library programming rests with the Library Director. The Library Director may delegate authority for programming to designated library staff.

7. Library sponsorship of a program does not constitute or imply an endorsement of any policy or belief by the Glenview Public Library, its Board of Trustees, or staff.

## **Guidelines**

1. A Library program will enhance Library collections, promote or complement library services, build cultural awareness, and/or share knowledge and expertise on topics of expressed interest to the community's diverse population.
2. Library Programs will be presented for all age groups and appropriate age limit recommendations will be applied when applicable.
3. Library staff will regularly gather feedback from the community on library programs.
4. Whenever possible, programs will serve to establish new partnerships within the community as well as to strengthen existing partnerships with community organizations.
5. The following criteria will be used by staff in program planning and when making determination on requests from individuals to present a program at the Library.
  - Relation to library mission and service goals
  - Community needs and interests
  - Presentation quality and treatment of content for intended audience
  - Presenter background, qualifications, and reputation
  - Availability of program space
  - Budget and staffing considerations
  - Connection to other community programs, exhibits or events