

## **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.

All programs are open to Thomas Ford cardholders on a first-come, first-served basis. Some may require registration in advance. When programs are full waiting lists will be created. 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. Non-cardholders are welcome to attend when space allows.

#### **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

When a minimum age is stated for program attendance all children are required to meet that requirement in order to attend the program.

##### 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 Tween and Teen Programs**

##### 22.21 Purpose

The Library will offer programs for tweens (older elementary through early middle school students) and teens (middle and high school students) that encourage the use of library resources; augment and enrich educational goals; and reflect or add value to the interests and culture of the local youth community. Whenever possible, tween and teen programming will be driven by youth interest and involvement.

##### 22.22 Registration

Due to the social nature of tween and teen programs, age restrictions per program must be followed.

### **22.3 Adult Programs**

The Library will regularly present programs and classes for adults on how to use Library resources and services. In addition, the Library will offer programs of general interest to Western Springs residents on such topics as travel, music, literature, art, film, history, and social issues. The Library welcomes suggestions from patrons for programming topics

### **22.4 Summer/Vacation Reading Programs**

#### 22.41 Purpose

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

#### 22.42 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.

### **22.5 Program Fees**

Most Library programs are free of charge. Some may have a materials fee if participants make an item to take home (as a flower arrangement) or consume (as a cooking class). In these instances the Library will charge participants the actual cost of materials used only.

### **22.6 Presenters**

When planning programs the Library will engage presenters who do not have a vested interest in selling products or services to participants. Presenters are prohibited from asking for participants' names and soliciting business from program attendees. Speakers may leave business cards for interested participants to pick up after the program.

### **22.7 Complaint Process**

22.71 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.

22.72 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.

### **22.8 Cancellation of Programs**

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

### **22.9 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: October 27, 2015

**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 \_\_\_\_\_**