

Dunlap Public Library District Programming Policy

Adopted 28 February 2022 and 23 January 2023
Revised 26 August 2024

- I. Purpose
 - a. The Dunlap Public Library District (DPLD) offers programs for all ages to meet the needs and interest of our community as set forth in our mission statement.
 - b. This policy establishes guidelines for the types of programs that are planned and presented.
- II. Definitions
 - a. The DPLD defines a program as an intentional activity or event in a group setting developed to meet the needs and/or interests of an anticipated target audience and build relationships between participants and the library.
 - b. The library's values of equal access for all and freedom to seek, receive, and share information extends to its programming by offering a broad spectrum of opinions, viewpoints, and ideas.
 - c. Programming is an integral component of library service that:
 - i. Expands the library's role as a social connector
 - ii. Introduces patrons and non-users to library and community resources
 - iii. Creates opportunities for individuals to collaborate, innovate, inspire one another, and generate content
 - iv. Provides opportunities for lifelong learning and literacy
 - v. Fosters community understanding and expands visibility of the library
 - d. Programs will include, but will not be limited to: lectures, community forums, visual and performance art, interactive workshops, continuing education, and discussion groups.
 - e. Presentation of a program or topic does not constitute an endorsement of that presenter, their policies, or their beliefs. See Meeting Room Policy for additional information.
 - f. The library reserves the right to cancel programs at any time and for any reason at the discretion of the Library Director or the director's designee.
- III. Program Selection and Design

Factors for the creation or selection of library programming include, but will not be limited to:

 - a. Interests and needs of the community, as well as topics of social, state, and national interest
 - b. The suitability of content for the interests and developmental needs of the anticipated target audience
 - c. Presenter background and qualifications in content area
 - d. Historical, cultural, or educational significance
 - e. The quality, accuracy, and timeliness of program content
 - f. Availability of library resources such as staff, space, and financial resources
 - g. Availability of equitable programming elsewhere
- IV. Criteria for Programs
 - a. Programs must be open to the public regardless of race, religion, familial beliefs, sexual orientation, gender identity, or political affiliation. When safety or the success of a program requires it, attendance may be limited. When limits must be established,

attendance will be determined on a first come, first-served basis, either with advanced registration or at the door. In some cases, the nature and success of a program may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance of a program be limited because the content of the program may be controversial.

- b. Programs must generally be free of charge. The library may collect reasonable fees when conducting specific programs. These fees will be for the sole purpose of covering costs the library incurs to host the specific program.
- c. At the discretion of the Library Director, professional performers or presenters will be permitted to offer books, CDs, or other items for sale as part of a Library program, but admittance into the program is not dependent on the possession or purchasing of a presenter's products. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the collection.
- d. Programs must not be commercial in nature. This includes free programming offered with the intent of soliciting or advertising to future customers.
- e. Programs must not support or oppose a specific religion. Programs celebrating culturally significant holidays are permitted, provided no attempts are made to endorse or oppose specific religions.
- f. Events and programs that are led by individuals not employed by the Dunlap Public Library District must have a DPLD staff member or Trustee present in the room (or general vicinity) during the course of the program.
- g. Synchronous ("live") virtual programs hosted on the DPLD platform must have a DPLD staff member or Trustee present on the online platform during the course of the program.

V. Programs Initiated by other Organizations

- a. The library allows use of its meeting space for events and programs not sponsored by the Dunlap Public Library District. Programs initiated by other organizations are not to be considered library programs and do not reflect the mission and values of the Dunlap Public Library District. See Meeting Room Policy for additional information.

VI. Photographing/Videorecording Programs

- a. See Policy on Photographing and Recording on Library Premises.

VII. Participation

- a. In general, any person may participate in virtual or in-person programs offered by the Dunlap Public Library District, regardless of their residency or library card status.
- b. Some programs may be restricted by age, capacity, minimum or maximum attendance requirements.
- c. The Dunlap Public Library District reserves the right to require registration with or without a Dunlap Public Library District card for any program at its discretion.
- d. While most Library programs are offered free of charge, some programs require a fee.
- e. A list of participants will not be disclosed to the public, as per 75 ILCS 70/1.

VIII. Prizes

- a. The library does not mail forms, prizes, giveaways, or branded items.
- b. The library will not substitute prizes or offer equivalent cash for prizes.
- c. Prizes and/or giveaways must be picked up in person. If patron is unable to pick up the item themselves, they may notify the library of a designated individual to whom we will

release the prize or giveaway item. The library is not responsible for the item after we have given it to the designated person.

- d. Prizes for certain programs may be limited to DPLD cardholders when specified.
- e. Each prize and giveaway item will have a date that the item must be picked up by or the item will be forfeited back to the library.
- f. A list of prize winners may or may not be disclosed to the public, at the discretion of the Library Director.