

Alpha Park Public Library District

Programming & Display Policy



This policy covers all library programs, exhibit cases, displays, bulletin boards, and external signs and displays.

Programs and displays are an integral aspect of library service. Programming and displays further the mission of the library by providing education, entertainment, enrichment, and engagement. Programs and displays complement other library services by providing an opportunity to highlight collections, promote services, and share knowledge and expertise. Programs and displays stimulate outreach and promotion of the library allowing the library to offer a wide variety of programs to groups and individuals and to attract both regular and new users of all ages and backgrounds. Programs raise the library's profile in the community, and programs and displays have a positive impact on library use.

All library-sponsored programs and displays, both on-site and off-site, are administered under this policy and are offered for patrons of all ages. Programming and display practices adhere to the Americans with Disabilities Act and the American Library Association's Library Bill of Rights. Grant-sponsored programs are provided according to the parameters of the grant.

Library programs may be presented by library staff or library-selected outside presenters, such as, but not limited to, individuals or organizations in the community, subject experts, and performers. Presenters are chosen for their proven or unique expertise and public performance experience. Presenters and Library staff will work together to develop, promote, and deliver programs per the needs of both parties and to meet the Library's requirements.

Library display cases and fixtures are for library-approved use only. Library displays are created by library staff, but staff may draw upon the expertise of other community agencies, organizations, educational and cultural institutions, or individuals in development of a library display. Scheduling of exhibit for the display case in the main lobby are done through the Reference Department, 309-697-3822 x 13, or in person at the Reference Desk. Exhibits usually remain on display for one month; however, circumstances may arise that will shorten or lengthen the duration of a display. Library-related displays will take precedence over other exhibits or displays. Set-up and removal of displays or exhibits will be the responsibility of the exhibitor(s). Displays and exhibits must permit the regular and unimpeded conduct of library use.

Guidelines:

1. The library seeks to establish guidelines for groups and individuals who want to display personal collections, pamphlets, handouts or flyers regarding community events, services, or other non-commercial materials of an informative or aesthetic nature. The library policy is in compliance with the American Library Association guidelines for Exhibit Spaces (See Attachment). The library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of an exhibit. A disclaimer to this effect will be placed in each display case, if necessary.
2. All displays are to be of a general educational or cultural nature, suitable for viewing by patrons of all ages. They should seek to manifest literary, artistic, political, or scientific value. Religious and political exhibits and displays are permissible for informational purposes; displays that proselytize for a single point of view will not be permitted.
3. Exhibits and displays may not involve the sale, advertisement, solicitation, or promotion of commercial products. This does not exclude sponsored exhibits containing advertising involving a variety of beneficiaries.
4. In the case of artistic displays or exhibits, prices may not be affixed to any material on display, although an exhibitor's name, address, and telephone number may be posted.
5. Exhibits may not contain material that threatens violence or intimidation of any individual or group. Exhibits may not contain obscene material, defined as material that the average person, applying contemporary community standards to the work as a whole, would find appealing to the prurient interest, or depicting or describing, in a patently offensive way, sexual conduct defined under Illinois law.

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6. No individual or group may display or advertise any activities or causes on or around the exterior of the Library's property. Library staff will remove all signs. Exception: Signage related to Election Day polling places will be permitted per 10 ILCS 5/7-41.
7. As needed, the Library Director will exercise final authority in the approval or disapproval of displays and exhibits. The Library Director's decision may be appealed to the library board in writing.

The library does not assume responsibility or liability for the loss of or damage to any part of an exhibit, and will not take extraordinary measure to ensure its safety.

While the Library accepts unsolicited program and display suggestions from district residents and professional presenters, Library staff determine which programs, events, and displays are scheduled. The Library is not required to accept all suggestions or work with all groups who wish to partner on programs or displays. Due to the volume of proposals received, Library staff will respond only to the proposals that most closely meet the Library's guidelines.

While Library staff are responsible for selecting, planning, and coordinating programs and displays, the Library Director ultimately has final approval over whether or not a program will be scheduled.

The Library's philosophy of open access to information and ideas extends to programming and displays. Library presentation of a program or display does not constitute an endorsement of the content of the program or of the views expressed by the presenters or participants. The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or display or series of programs or displays.

Programs and displays may be held at the library, virtually, or off-site at another location within the library district. Provision and design of programs and displays is based upon a number of factors which include: relevance and timeliness to community needs (including content that is supported by the Library's strategic plan); popular appeal; suitability for the intended audience; educational and entertainment value; demand and/or attendance by district residents; the number of staff members available to conduct programs or develop displays; availability, size, and capacity of meeting or display space; available equipment; amount of available parking; and the library's budget allowance. Programs and displays may be designed and presented for a particular age-based audience, such as children, teen or adults, or another audience with particular developmental needs. Programs will be advertised as such.

Library programs and displays may not be commercial or partisan and may not proselytize. Selling or promoting a product, soliciting investments or business, or raising funds by outside groups is not allowed. A presenter may leave, but not distribute directly, business cards for participants to pick up after a program should participants be interested. However, recognizing that program attendees may wish to purchase works created by presenting authors or artists, the library may permit the sale of such items immediately following a library-sponsored program in which they participated. All plans to sell such items must be arranged in advance when the program is confirmed and approved by the Library Director. Program presenters are responsible for the handling of all sales.

Library programs are open to the public generally without charge. Patrons may be charged a fee for materials and supplies for certain programs. Library programs are open to all, except when there is an advertised restriction due to the intended audience of the program and its age or developmental needs.

When the safety or the success of a program requires it, attendance may be limited to a specific number of participants based on supplies and/or room capacity. When limits must be established, attendance will be determined on a first come, first served basis at the door or by requiring advanced registration with the Library.

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Depending on factors, such as the type of activity or location of event, some programs may require signed waivers. An Alpha Park Library card is not required to participate in or attend most library programs, unless otherwise specified. Alpha Park Public Library reserves the right to give preference to Alpha Park Library cardholders and/or district residents. In limited circumstances, Alpha Park Library cardholders and/or district residents may be given registration preference due to demand and capacity limitations. Restrictions will be advertised in advance of the program.

Due to room capacity and staffing limitations, any institutional or organized groups (including, but not limited to, preschools, schools, day care centers, senior centers, etc.) wishing to attend may be admitted only if there is space available at the starting time of the program. Institutional or organized groups are encouraged to contact the library prior to the specific program to discuss attendance. Admittance to a specific program does not guarantee availability of space at or admittance to future programs. Scheduled tours and visits are available to groups upon request and dependent on scheduling and staffing availability.

The Library's Code of Conduct & Use of Facilities Policy, as well as all other library policies, applies to all library programs. Limitations to photography and videography may apply at programs and events based upon contract and copyright restrictions with the presenters and such limitations will be advertised in advance and on-site. Attendees should discuss their desire to photograph or record a program or event in advance with the appropriate library staff.

Patrons with special accommodation requests are encouraged to reach out to library staff prior to the event. It is recommended that at least 10 business days of notice be given for those who need ADA accommodations.

The Library reserves the right to cancel or discontinue any program or display at any time. Programs may be canceled for a number of reasons, including, but not limited to: severe weather, absence of the presenter, or low registration. In the event a program is canceled, efforts will be made to notify registered participants and the public. Canceled programs are not automatically re-scheduled, nor is the Library obligated to reschedule any programs or displays it has cancelled or discontinued.

Non-library usage of library spaces is not considered a library program or display and fall under the Library's Meeting Room and Study Room Policy, as well as other policies, as applicable.

Bulletin Boards

General guidelines for exhibits and displays apply to bulletin boards. As designated, portions of bulletin boards must be set aside for library-related legal notices. Such notices will take precedence over other bulletin board postings. Notices concerning library programs will take precedence over other postings. Bulletin boards are not to be used for commercial advertisements, either for products or services. However, certain library or informational programs requiring a fee may be advertised.

Notices for recurring and/or long-term events may be posted for as long as is required. Permission to post notices on the bulletin boards must be obtained from the Adult Services Department. Flyers posted without staff approval may be removed by Alpha Park Staff. Final authority for posting rests with the Library Director. The Library Director's decisions may be appealed to the library board in writing.

Citizen's Opinion Concerning a Specific Library Program or Display

A Citizen's Opinion Concerning a Specific Library Program or Display form is available at the library service desks as part of this policy and may be submitted only by current residents and/or cardholders of Alpha Park Public Library District for consideration.

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Programs or displays under reconsideration will not be canceled, paused, or modified during the process. In no cases will a reconsideration of a program occur if the form is received less than 7 days prior to the program. Displays may be removed on their originally planned schedule during the process and will not remain on display longer than originally intended.

Once completed in full, the form should be mailed to the library, hand delivered to a staff member at the library, or emailed to the Library Director. After the form is received by the Director, the Director will review the program or display. The Director may discuss with staff members their original decisions related to the program or display. The Director will then provide a copy of a recommendation to the Board of Trustees regarding the retention of the program or display.

The Board of Trustees will consider the matter at their next scheduled Board meeting. The Board is not obligated to schedule a special meeting for the matter. The program or display will remain scheduled as planned while the Board is considering the matter. If sufficient time does not exist to complete the process prior to the event, the matter will be considered by the Board for future similar events.

The Board's decision related to a program or display shall remain in effect for a minimum of three years, and the library will not review or take any action relative to the same program or display for a period of three years from the Board's decision.

For patrons that need accommodations, staff is available to assist in preparation of the required form. To ensure staff availability, an appointment for assistance may be required.