

SUBJECT: PROGRAMMING POLICY**I. PURPOSE**

Programs are an integral aspect of Library service. Programming furthers the mission of the Library by providing information and entertainment, and highlighting the collections and services of the Library. The purpose of this policy is to define the parameters for programs offered by the Naperville Public Library.

II. SCOPE

All Library-sponsored programs, both on-site and off-site, are administered under this policy. Non-Library sponsored programs must comply with all standards included in Policy 320, Public Use of Meeting Rooms.

III. PROVISIONS

- A. Staff-led, partnership, or sponsored programs are planned and conducted by the Public Services staff and/or Marketing staff. Programs may be held at any Library facility.
- B. Distribution of programs at Library facilities is based upon a number of factors which include: demand and attendance by Naperville residents; the number of staff members available to conduct programs; size and capacity of meeting and program rooms; available equipment; amount of available parking; and the Library's annual budget.
- C. A current Naperville Public Library card is required to participate in or attend a registered program, unless otherwise specified. Registered programs are identified in all publicity released for these programs.
- D. The Naperville Public Library reserves the right to give preference to Naperville Public Library card holders per Policy 040, Priority Service to Residents.
- E. Library staff may conduct instructional programs and visits (on-site and off-site) for institutions and groups based on staff availability, suitability of location, prevalence of Naperville residents, and relevance to other Library services, collections, programs, or initiatives. The Office of the Director reserves the right to make final decisions regarding programs.
- F. Programming 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.