

## **PROGRAM POLICY**

The Itasca Community Library (ICL) in accordance with its mission provides library programs to meet the cultural, informational, recreational and educational needs of the community it serves.

Library-initiated, sponsored and co-sponsored programs are a resource that provide information, education, and recreation to its community. Such programs utilize library staff, materials, community resources and organizations. Programs may take place in the library and in other locations in the community. These programs are designed to:

- Assist patrons in the use of library materials and resources
- Encourage and promote the use of library materials and resources
- Present information on issues of current or local interest
- Facilitate the sharing of the community's local talent - their hobbies, skills, collections, knowledge and expertise.

The ICL does co-sponsor programs with outside agencies, individuals, community organizations and the Itasca Friends of the Library. The library's role in such cases may include, but is not limited to: library staff time in planning the program and furnishing space, promotion, and related book lists or displays.

When a community group or individual approaches the library with a programming idea or request, the library staff will examine the request and determine if:

- The program supports the mission of the library
- The resources needed to accomplish the program are available

ICL will provide programs and sponsor programs that present a broad spectrum of opinion and a variety of viewpoints. The library is not obligated to present a program which represents multiple and/or opposing viewpoints within one program or series. The library is obligated to offer the opportunity for other viewpoints to be presented.

ICL sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

## **CHARGES AND FEES**

No admission fees will be charged at library programs. Sales and donations are allowed only under the following conditions:

- Fund-raising to benefit the library.
- Fund-raising for program cost recovery purposes by co-sponsors of library programs.
- The sale of items by authors and artists as part of a library program.

The library may participate as a co-sponsor in off-site programs that require a fee for attendance for program cost recovery purposes.

Exceptions to the above may be made at the discretion of the Library Director.

### **ATTENDANCE**

Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the nature of a program requires it, attendance may be limited. All of the library's public meeting rooms have a posted capacity as determined by the Itasca Fire Department.

For some children's programs, the nature of a program may require limiting attendance based on age.

Programs designed for a general audience have no age restrictions. In the case of film programs the Motion Picture Association of America ratings are provided for information only.

Board Approved:

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