

## SER 6

### PROGRAMMING AND OUTREACH POLICY

#### PURPOSE

The Antioch Public Library District provides programs and outreach activities both in person and virtually in keeping with the mission, vision and goals of its strategic plan.

#### RESPONSIBILITY

Ultimate responsibility for the planning and implementation of programs rests with the Library Director, who will share this duty with or delegate this duty in its entirety to others as needed.

CRITERIA which Library staff will apply in program planning:

- A. Community needs and interests
- B. Availability of program space and other resources needed
- C. Presentation quality and treatment of content for intended audience
- D. Presenter background and qualification in content area, including recommendations from other libraries
- E. Budget and staffing considerations
- F. Historical or educational significance
- G. Promotion of diversity, equity and inclusion
- H. Appeal to a range of ages, interests and information needs
- I. Connection to other community programs, exhibitions or events

#### PROGRAMMING RESOURCES

- A. The Library draws upon and partners with other community agencies, organizations, educational and cultural institutions, businesses or individuals to develop and present programs.
- B. Professional performers and presenters with specialized expertise may be hired. Performers who are paid will need to submit a contract and completed W-9 in order to be paid.
- C. Performers and presenters will not be excluded from consideration based on any protected group status as defined by applicable federal, state, or local laws and regulations.

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- D. Library staff who present programs may be paid as outside contractors if the program to be presented falls significantly outside of their normal duties.

### FEES

The Library strives to provide the vast majority of its programming free of charge to the community.

A fee may be charged to:

- A. Recover the cost of a presenter, materials or supplies when it would not otherwise be feasible to offer the program.
- B. To cover the cost of an educational program which provides an official certification or endorsement.

Sale of items during Library programs is permissible in the following cases:

- A. Fundraising to benefit the Library sponsored by the Antioch Library Friends.
- B. The sale of books, CDs or other items by authors, performers or presenters as part of a Library program.

### CONTENT

The Library does not offer programs of a commercial nature, including but not limited to presentations offered for free whose sole purpose is soliciting future business. If a business is invited to present a program, they may put out business cards and/or flyers, but not otherwise promote their business. A distinction is made between room usage and library sponsored programs. Room usage is covered in SER 9 Use of Meeting Rooms.

The Library does not offer any programs that support or oppose any political candidate, ballot measure, or specific religious conviction. Programs whose purpose is to provide information about religious traditions as part of multicultural education are permitted.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants; nor is it responsible for the factual correctness of the content of a presentation. Program topics, speakers and resources are not excluded from programs because of possible controversy.

### ATTENDANCE

All Library programs are open to the public. Every attempt will be made to accommodate all who wish to attend a program.

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If the safety or success of a program requires it, attendance may be limited and will be determined on a first come, first served basis without prejudice of any kind.

For programs that require strict limitation of attendance, Antioch Public Library District residents may be given priority over non-residents.

Programs may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs.

Although the Library will take names and contact information when patrons register for programs, presenters are not allowed to collect names and contact information from attendees, unless required by the technology used to present the program or if the very nature of the program depends on it, i.e. getting the results of an SAT practice test.

Light refreshments may be served in accordance with Lake County Health Department Guidelines.

## COMMUNITY COLLABORATION AND OUTREACH ACTIVITIES

Library sponsored programs may be held at the Library or off-site.

The Library will co-sponsor with other agencies, organizations and businesses programs that are compatible with the Library's goals.

Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the library.

Antioch Public Library District shall cooperate with community agencies in every way possible which can be expected to enhance the service possibilities of the Library. It shall provide materials, program resources, and personal assistance to organizations and businesses in the community. Priority in collaboration may be given to those organizations that are based in or serve those residing within the Antioch District Library boundaries.

The Antioch Public Library District shall work cooperatively with the local schools to promote Library services.

The Antioch Public Library District shall continue its complementary role with the Lake County Literacy and Illinois State Library literacy initiatives to provide space for literacy tutors at the library.

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