

## **LIBRARY PROGRAMMING**

Library programming supports the Library's vision of providing the means for Elmhurst residents to develop a love of reading; access information for work and learning; pursue the interests that will enrich their lives; understand changes in technology, society and culture; and gather and interact with each other.

In planning programs, the Library will attempt to hire presenters who do not have a vested interest in selling their products or services to participants. Presenters are prohibited from asking for participants' names. The speaker may leave business cards for participants to pick up after the program should anyone be interested. For sale of merchandise during a program, see 3.16.4.

### **Programs for Children**

The Kids' Library will present regular program series and individual programs for children from birth through Grade 8. Programming for infants and preschoolers will focus on pre-literacy skills, while programming for school-aged children will be designed to support reading skills, develop a love of reading, provide opportunities to learn about school topics such as history and science, and to provide opportunities for children to pursue interests that will enrich their lives.

### **Programs for Teens**

Library programming for Teens will focus on the support of learning. Other programming will be developed in consultation with Teens to engage their interests.

### **Programs for Adults**

The Library will present programs of general interest to Elmhurst residents on such topics as literature, the arts, history, social issues, consumer concerns and computers. In addition, the Library regularly will present programs and classes for adults on how to use Library resources.

### **Films**

Presentations of films at the Library will comply with the MPAA (Motion Picture Association of America) rating system with regard to audience. When PG, PG-13 or Not Rated films are shown, no child under 13 will be admitted without adult supervision. Films presented for a teen audience will have a rating of G, PG, or PG-13. Teens (age 13-17) must have a school ID or another form of identification showing their age to attend film programs without a parent or adult guardian. Films presented for an adult audience may have any rating or be Not Rated. When films with an R rating are shown, all publicity will indicate that the movie is intended for an adult audience, and no child under 17 will be admitted without a parent or adult guardian.

### **3.16.1 Program and Class Fees**

Most Library programs will be presented free of charge.

All classes on using Library databases will be provided free of charge. Administrative staff is authorized to charge a nominal fee for classes on other subjects.

### **3.16.2 Publicity for Library Programs**

Programs and exhibits presented at the Elmhurst Public Library are for the benefit of Elmhurst residents. The purpose of publicizing Library programs and exhibits is to inform Elmhurst residents of activities at the Library. Although people from other communities use the Library, it is not the Library's intent to publicize activities outside of the City of Elmhurst.

All publicity for Library programs and exhibits is under the direction of the Library's Public Information Coordinator. This staff member is charged with determining the best publicity for all Library exhibits and programs.

### **3.16.3 Program Registration and Attendance**

Advance registration may be required for high-demand programs.

#### Adult Programs

Elmhurst Public Library cardholders will be given first opportunity to attend all programs, based on the order of their registration or arrival. Nonresidents may be given an opportunity to attend adult Library programs in the meeting rooms on a first-come, first-served basis if the room is not full.

#### Computer Classes

Elmhurst Public Library cardholders will be given first opportunity to register for classes in the Computer Lab. Non-residents may register for computer classes if space is available and may be charged a higher fee.

#### Kids' Library Programs

Only Elmhurst Public Library cardholders may register for Kids' Library programs. Staff may establish additional restrictions for specific programs. Attendance at most programs in the Storytime Room is limited to Elmhurst Public Library cardholders. Nonresidents may be given an opportunity to attend Kids' Library programs in the Large Meeting Room on a first-come, first-served basis if the room is not full at the time the program is scheduled to begin.

### **3.16.4 Sale of Merchandise by Speakers**

Guest speakers/performers presenting programs sponsored by the Elmhurst Public Library may sell items to the public under the following conditions:

- 1) the sale of merchandise does not interfere with the program,

- 2) enjoyment of the program is not hindered for people uninterested in purchasing merchandise,
- 3) merchandise is sold at a cost no higher than the retail price of the item,
- 4) the sale immediately precedes or follows the program,
- 5) merchandise offered for sale is appropriate to the presentation.

All sales of merchandise must be approved in advance by the Public Information Coordinator or the Director or Assistant Director.