

Reddick Public Library District Programming & Outreach Policy

Programs are an integral aspect of public library service. Programming furthers the mission of the library by providing literacy, culture, and community while highlighting the collections and services of the library.

All library programs, both on-site and off-site, are administered under this policy. 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.

Library Programs

Programs may be held at the library, off-site by a library staff member, or virtually.

Library programs are chosen, hosted, or led by staff for their relevance to community needs or interest. Many factors play into choosing a program including but not limited to: demand and expected attendance; the number of staff members available to conduct programs; size and capacity of spaces; available equipment; amount of available parking; and the library's budget.

Presenters are chosen for their proven or unique expertise and public performance experience and may be asked to provide references for staff to verify. Presenters will not be excluded from consideration because of their origin, background, or views. Acceptance of a program or topic by the library does not constitute an endorsement of the group's or individual's policies or beliefs. The library is not obligated to represent multiple and/or opposing viewpoints within any one program or series.

Presenters must complete a program contract with library staff and provide additional information, such as a W9 form, as requested.

While Reddick Public Library District considers program suggestions from the public, it is up to library staff to determine which programs should be provided. The library is not required to accept all suggestions or work with all groups who wish to partner on programs. Library staff will respond only to the program suggestions that most closely meet our guidelines, mission, needs, schedule, and budget.

Library programs will not be commercial in nature. Programs will be free of solicitations, advertisements, sales pitches, monetary exchanges (except with approval by Director), and proselytizing. Outside presenters contracted to present a library program cannot collect customer contact information or require customers to follow up with them outside the presentation. Presenters may mention a company or group they are affiliated with, but they cannot actively solicit customers.

The Director reserves the right to make final decisions regarding anything related to programming.

Participation in Programs

Library programs are open to all. A Reddick Public Library District card is not required to participate in or attend most library programs, unless otherwise specified. However, the library reserves the right to give preference to Reddick Public Library District cardholders.

Some programs may require advance registration on a first-come, first-serve basis due to limited resources, limited space, or instructor capabilities.

Program participants may be denied entry if registration is at capacity, the room space is at capacity according to fire code, or if the participant is not the intended program audience age range.

Program participants are expected to follow the library's User Conduct Policy at all times.

Library Outreach

Reddick Public Library staff may conduct instructional programs, story times, informational services, and visits (on-site and off-site) for institutions, groups, and at community events based on staff availability, suitability of location, prevalence of Reddick Public Library District residents, and relevance to other library services, collections, programs, or initiatives.

Reddick Public Library District staff reserve the right to decline any outreach invitation, and the Director reserves the right to make final decisions regarding anything related to outreach services.