

MOUNT PROSPECT PUBLIC LIBRARY PROGRAMMING POLICY

Introduction

Mount Prospect Public Library presents programs that meet the needs of the Mount Prospect community. The Library will provide and sustain a book culture through literary knowledge and interactive experiences.

These programs are sometimes presented in cooperation with other agencies and institutions.

Mount Prospect Public Library and its Board of Trustees endorse and support the Library Bill of Rights.

Purpose

Programs are planned to meet the interests and needs of community members of all ages.

Policy

Library sponsored programs are normally without charge. There may be an occasional program requiring a nominal fee.

Individuals or organizations who present programs at the Library for public attendance are not allowed to sell their products or services during their presentation. Before or after the presentation, appropriate materials connected to the performance or presentation may be sold by the author or performer or presenter with approval from Library Administration. The Library holds presentations and performances to share information as well as highlight and promote Library materials and resources; use of a business or organization is not endorsement, but merely acknowledgment.

All materials to be used or promotion done by a business or organization must be approved by the Library staff.

Suggestions for programs are encouraged from the general public and are given serious consideration.

General programming criteria for selection of programs

Appropriateness for the intended audience
Budget
Community needs and demands
Expertise of the speaker/performer
Promotion of Library's mission and goals
Quality of the speaker/performer
Representation of various interests and viewpoints
Speaker's ability to present effectively
Timeliness and importance for contemporary society

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Administrative Guidelines

Staff will complete the programming outline and evaluation form Part One and Two for every new program and seek Department Head approval before proceeding. Part Three will be completed upon completion of the program.

Completed forms will be reviewed by Department Head and retained in the Department.

All programs (i.e. individual program or series) will be assessed every three/five years to determine whether to continue the program.

All staff in charge of a program will provide a monthly evaluative statement or summary of the program to be included in the department's annual report.