

## **PROGRAMMING**

The goal of library programming is to support the three pillars of service: Literacy and Education, Community Economic Development and Personal Pursuits and Enrichment. The Library staff will choose programs that will appeal to a wide variety of people and provide opportunities to learn, explore, and connect with the community. Programs will be planned for a variety of age groups to meet the developmentally appropriate needs of the intended audience. Library programs are open to everyone regardless of residency, but may require registration and available space will be determined on a first-come-first-served basis.

The Library strives to help citizens unravel complex public policy issues and navigate community services and resources by offering an array of information and educational programs presented by skilled guest speakers. In order to meet the programming goals, the Library may engage the services of an instructor, author, presenter or performer. The purpose of the Library programming is not to promote the presenter or his/her organization or product. The booking of a presenter or performer does not imply endorsement of the content of the program. The Library will use its best efforts to publicize programs.

The Library strives to offer programs free of charge; however, in some cases a fee may be charged to cover cost of materials. Fees will only be charged when it is otherwise not feasible to offer the program.

### **Partnerships/Sponsorship**

Partnerships and sponsorships enhance the Library and its activities, offering a mutual benefit to both parties. We recognize the need for cooperation and collaboration within our community and actively participate in community events and work with targeted community organizations. Some collaborative partnerships include local schools, non-profit organizations, small businesses and governmental relationships within the City, County and State. Partnerships can assist the Library with additional volunteer support, underwrite expenses and increase awareness of programs and services.

The Library may offer a program in partnership with another community organization. Partner organizations will work with Library staff to plan and promote the program. Booking a library meeting room does not constitute a library-sponsored program.

### **Partnerships/Sponsorship Provisions:**

1. Institutions, organizations, businesses or individuals compatible with the policies, mission and goals of the Berwyn Public Library will be considered for potential partnership or sponsorship.

2. The Berwyn Public Library will only enter into partnerships and sponsorships determined to be in the best interest of the Library. Sponsorships must not compromise the public service objectives of the Library.
3. Partnerships and sponsorships will be subject to the approval of the Library Director.
4. Any use of the name and/or logo of the Library must be approved by the Library Director.
5. The Library Director will pre-approve all promotional or marketing materials (print or electronic) for joint community programming.
6. The Library and/or Library Board reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this policy, or if the sponsorship no longer supports the best interest of the Library.

### **Group Visits**

Requests for group visits to the Library may be granted by any department head or the School Liaison under the following guidelines:

1. The date and time of the visit must be scheduled a minimum of two weeks in advance.
2. Groups or classes of school children must be accompanied by an authorized adult who will assume full responsibility for the behavior of the group. The ratio of adults to children must be age-appropriate.
3. The Library reserves the right to decline requests for group visits when staffing and time do not permit.