



BERWYN PUBLIC LIBRARY

PROGRAMMING POLICY

Purpose

The Berwyn Public Library presents and participates in educational, recreational, informational and cultural programs as part of its mission to support our community by providing an accessible environment for learning, enlightenment, and enjoyment where diversity is celebrated and connections are created.

Program Categories

The Library provides four types of programs. These programs may be either on or off-site or virtual:

1. **Library-led programs** are planned, produced, and paid for by the Library. This programming may have community sponsors involved.
2. **Library-sponsored programs** are programs that are initiated by a community group or organization in coordination with the Library to provide programming to the public.
3. **Community partnerships** are a partnership with another community-based group or organization where both entities share costs, planning responsibility or other resources.
4. **Community-hosted events** are programs or events in which the library participates. The library is not involved in the planning or organization, and ***does not necessarily endorse the event***. The library cannot participate in events which are of a commercial or for profit nature.

Guidelines for Community Involvement

1. Only institutions, organizations, businesses or groups compatible with the mission and goals of the Berwyn Public Library will be considered for potential programming.
2. The Berwyn Public Library will only participate with activities determined to be in the best interest of the Library.
3. Any use of the name and/or logo of the Library must be approved by the Library Director.
4. The Library and /or Library Board of Trustees reserves the right to terminate an existing relationship should conditions arise that result in a conflict with this policy.

Library-Led Programs

The Library will strive to 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 for programs that require strict limitation of attendance, Berwyn residents may be given priority. Programs may require advance registration. The Library reserves the right to charge a fee for certain programs. Patrons who require special accommodations should contact the Library at least five days prior to a scheduled program.

In order to meet the needs of the community, 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/performer ***does not imply endorsement of the content of the program***.

The Library does not offer programs of a commercial nature, including but not limited to presentations offered for free but with the intention of soliciting future business.

The Library cannot offer or allow programs that support or oppose any political candidate, ballot measure or political agenda.

Marketing Products and Services

Presenters may not require program participants to provide their names or other personal information or to accept a business card or any handouts. While a presenter may not market merchandise during a presentation, the Library may grant permission to have merchandise/materials related to the program available for purchase at the conclusion of the program. The Library does not sell merchandise/materials on behalf of any presenter/performer.

Due to privacy concerns, the Library cannot share patron/attendee information with any presenter/performer.

Photo Policy

The Berwyn Public Library is a public facility and a person's presence may be recorded or publicly known. Photographing, filming and audio recording of Library programs is permitted by designated library staff. The Library will not name persons in photographs or video recordings without their consent or, in the case participants are minors, their parent or legal guardian's consent.

Library Sign

The Berwyn Public Library has a display sign located on the corner of Harlem Avenue and Riverside Drive. Promotion of programs and events on this sign will be limited to:

1. Library-led and Library-supported programs
2. Programs, events or information from City entities
3. Programs, events or information from Community partners

The Library sign may not be used to promote or advertise, directly or indirectly, a commercial product or service. Messages urging support of or opposition to candidates for office in any election or to issues on the ballot are prohibited. No material which is obscene, defamatory, invades a particular person's privacy or directly incites violence may be posted.

Messages will be posted and removed by designated library staff members. The final decision on postings is at the discretion of the Library Director.

Approved by the Berwyn Public Library Board of Trustees August 16, 2021