



Programming Policy

The Morton Grove Public Library, following its mission to inspire all to discover, dream, and connect, provides programs that encourage our community to pursue personal growth, entertainment, and lifelong learning.

Purpose

The Morton Grove Public Library provides free and open access to diverse programs that reflect the many perspectives and lived experiences within our community and outside of it.

Programming practices adhere to the [American Library Association's Bill of Rights](#) and the Americans with Disabilities Act (ADA). ADA accommodations are available by request in advance of the program.

Responsibility

Ultimate responsibility for Library programming resides with the Executive Director and the Library Board of Trustees and is delegated to the Library staff, who utilize their training, experience, and professional knowledge in the creation and/or selection of programs and program presenters. No employee may be disciplined or dismissed for an event when it was created or selected in good faith and in accordance with Morton Grove Public Library policies and procedures and any and all applicable statutory requirements.

Guidelines

Library staff develop programs for community members of all ages. Factors considered include, but are not limited to, the following: relevance to community needs and diversity of interests, popular appeal, suitability for the intended audience, budget constraints, timeliness, and the availability of staff, building and virtual meeting spaces, and technology.

The Library may facilitate or co-sponsor programs with other organizations and groups. These programs are considered Library-sponsored programs, but this does not constitute an endorsement of the content or topic of the program or of the views expressed by speakers, presenters, participants, or audience members.

Presentations should be free of solicitations, sales pitches, or proselytizing. Only under specific instances deemed appropriate by the Executive Director or their designee may merchandise be sold. An example of this would include an author visit with a book signing.

Use of the Library's meeting room(s) by outside groups or individuals does not constitute or imply endorsement of the users' policies, beliefs, or programs by the Morton Grove Public Library, its staff, or the Board of Trustees. Booking a Library meeting room does not constitute a Library-sponsored program. Please refer to the [Morton Grove Public Library Meeting Room Policy](#) for more information on use of the meeting room(s) by outside groups.

Attendance

The Morton Grove Public Library recognizes that each patron's choice of program attendance is an individual matter. Given the diverse nature of the programs provided and the varying

ages, abilities, and interests of our community, not all programs will be right for all patrons. Attendance at programs by minors is at the sole discretion of their parents, caregivers, or legal guardians. Patrons may not restrict or censor another patron's ability to attend a program.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the nature of a program requires it, attendance may be limited to those registered and/or by room capacity. Registration may be forfeited due to tardiness. Room capacity is set by the Morton Grove Fire Department.

In some instances, the nature of a program may require limiting attendance based on age, grade, or other relevant factors. Programs designed for a general audience have no age restrictions. In the case of film showings, the Motion Picture Association of America ratings are provided for informational purposes only.

Program Suggestions

Depending on the subject matter and intended audience, a resident of Morton Grove may suggest the addition of a program to the Library's event calendar by contacting either the Adult and Teen Services Department or the Youth Services Department. Library staff will examine the request and determine if the program supports the mission of the Library, and if the resources needed to facilitate the program are available.

Reconsideration

Patrons who request the reconsideration of a Library event are encouraged to discuss their concerns with a Library manager or the Executive Director. If the patron is not satisfied with the outcome of those discussions, they must complete and sign the [Request for Reconsideration form](#). The program under consideration will not be canceled, postponed, or rescheduled until the review is complete and a final decision is determined.

Upon receipt of the completed and signed Request for Reconsideration form, the Executive Director will appoint an ad hoc committee of staff members including, but not limited to, the presenter or selector of the Library event in question and the appropriate department manager. The committee will review the request for reconsideration and prepare a written statement outlining the committee review process, findings, and recommendation for the Executive Director, who will then make a decision. The Executive Director will communicate this decision, as quickly as possible, in writing to the person who initiated the request. The Executive Director will inform the Board of Trustees of all requests for reconsideration of Library events and their outcome.

To appeal the decision of the Executive Director, a written request for hearing before the Board of Trustees should be made to the President of the Library Board of Trustees within 10 days of the date of the decision. The Board of Trustees reserves the right to limit the length of the presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Morton Grove Public Library. The Board may vote to uphold or override the decision of the Executive Director. All decisions of the Library Board of Trustees are final.

It is understood that Library programs are of a time sensitive nature. If the staff committee or the Board of Trustees determine that the program up for reconsideration is not in line with

the Library's Mission and/or Programming Policy after the program takes place, that decision will influence future program choices.

Approved and adopted by the Morton Grove Public Library Board of Trustees July 11, 2024.