



## Program Policy

Barrington Public Library is committed to offering a wide range of programs that enhance the educational, cultural, social, and economic well-being of the Barrington community and align with the mission and vision of Barrington Public Library.

### Policy Guidelines

1. Barrington Public Library (The Library) provides free educational and recreational programming to patrons of all ages.
2. The Library has sole discretion regarding the programs we plan and offer to the public.
3. The Library gives scheduling preference regarding program times and space to Library staff organized and led programs.
4. The Library does not sponsor programming designed to generate clients for commercial concerns such as financial programs generated by brokerage firms, insurance agencies, and other financial planning professionals.
  - a. Businesses that want to present programs illustrating their services to prospective clients may rent a meeting space at the Library.
5. In order to offer a wide range of new, exciting programs to the Barrington community, we generally do not repeat programs presented by outside performers or groups within three (3) calendar years unless sought out by the Library.

### Procedure

1. Parties interested in proposing a program at Barrington Public Library please email the correct librarian below depending on the scope and/or audience of the program:
  - a. Adult/All Ages: [segan@barringtonlibrary.org](mailto:segan@barringtonlibrary.org)
  - b. Teens (Grades 6-12): [tanya@barringtonlibrary.org](mailto:tanya@barringtonlibrary.org)
  - c. Kids/Families: [llesinski@barringtonlibrary.org](mailto:llesinski@barringtonlibrary.org)
2. Due to the high volume of program proposals we receive, we are not able to respond to every individual or group.
  - a. When selecting programs, we take into consideration how a proposed program falls within the larger scope of our events calendar and/or fits with our seasonal programming themes as well as program uniqueness, community appeal, and cost.
3. If your program is chosen by the Library, you will be required to complete and sign a Program Agreement which clearly outlines the expectations for both the performer and the Library. The

only exception is if you or your organization have your own agreement or contract to be used instead.

### **Program Attendee Policy**

1. Patrons who attend programs here at Barrington Public Library are expected adhere to our Patron Code of Conduct.
2. Patrons attending programs at the Library or on Library grounds are expected to arrive on time and be respectful of the person leading the program.
3. Video or audio recording of library sponsored programs by attendees is not allowed without the presenter's consent.
4. The Library without prior approval reserves the right to record any programs as per agreement with program presenters.
5. The Library also reserves the right to take photos at library sponsored programs. If you do not want your photo taken for whatever reason, please speak with the librarian running the program.
6. If a patron does not abide by the Patron Code of Conduct or the additional guidelines in place above, they may be asked to leave the program.

*Approved by the Library Board of Trustees September 19, 1996*

*Amended by the Library Board of Trustees November 18, 2021*

*Amended by the Library Board of Trustees April 17 2025*