

Programming Policy

Purpose

- The Mattoon Public Library's mission is to provide a welcoming destination that cultivates lifelong learning and serves as a leader in civic collaboration. Programming is a library service that is vital in supporting the Library's mission.

Program Development

- Program selection and design is determined by the Library Director and/or staff designated by the Library Director.
- Programs are developed with at least one of the following goals in mind:
 - To increase awareness of library collections, services, and resources
 - To promote literacy and lifelong learning
 - To fill educational gaps for learners of all ages
 - To provide inclusive opportunities that reflect the diversity of the community
 - To meet community interests by responding to community feedback and engaging with emerging trends
- Community members are encouraged to provide suggestions and feedback regarding library programs. Feedback may be submitted in person, by telephone, or by email and may be considered when planning and evaluating future programming.

Program Services

- Programs may take place at the library, off-site, online, or in a hybrid format.
- Public Programs
 - The Library creates and offers programs that are intended to inform, educate, and/or entertain patrons that attend them. This may include, but is not limited to story times, book discussions, performances, movie screenings, presentations, and workshops.
- Field Trips
 - The Library welcomes school, childcare, community, and other organized groups to visit for tours and programs. At least 48 hour advance notice is required to allow staff to prepare for and accommodate group visits. To request a field trip or tour, please contact the Library to be directed to appropriate staff.
- Outreach
 - The Library staff and/or volunteers may conduct programs off-site for community events, organizations and groups depending on staff availability, program location, relevance to Mattoon residents, and relevance to Library services,

collections, or projects. To request an outreach program, please contact the Library to be directed to appropriate staff.

Partnerships

- Library staff may coordinate and plan programs with schools, community organizations, businesses, and individuals to provide programs aligned to the Library's mission.
- Co-sponsored programs may or may not be facilitated by library staff.
- Participation in a partnership does not constitute an endorsement by the Library of the individual's or group's views, policies, or beliefs.

Cost

- The Library strives to provide programming at no cost to participants. When necessary, fees may be charged to recoup direct costs associated with materials, supplies, presenters, or other program-related expenses.
- Presenters and performers may not sell their products and/or services during a program unless deemed appropriate by the Library Director. An example of this would be a book signing by an author.

Registration & Attendance

- A Mattoon Public Library card is not required for patrons to participate and attend library programs, unless otherwise specified.
- While the Library is committed to offering programs without registration restrictions, some programs may require pre-registration to ensure a safe environment, provide a quality experience, and/or guarantee resource allocation.
- Some programs will have age restrictions to effectively serve the intended audience. Participants must meet the age requirements for the program.
- Youth under the age of 12 must be supervised by an adult during youth programming. For more clarity on this, review the Patron Unattended Children policy.
- To maintain a safe and appropriate environment, adults attending youth programs must have a child present with them unless given permission by the library.

Conduct

- Participants in library programs are to conduct themselves in an appropriate manner in keeping with the library mission, vision, and existing policies, such as Patron Conduct.

Photography & Marketing

- Program participants should be aware that photographs and videos may be taken during events and used in library communications, including social media, virtual programs, promotional materials, and news coverage.
- Patrons who wish to not be photographed should inform library staff before the program begins.

Cancellations

- The Library reserves the right to cancel, postpone, or modify programs due to presenter availability, illness, weather, facility issues, or other unforeseen circumstances. When possible, the Library will provide advance notice of cancellations and make reasonable efforts to reschedule programs when appropriate.

This library policy was approved by the Mattoon Public Library's Board of Trustees on September 14, 2026 and will be reviewed as needed by the Library Director and Board of Trustees.