

PROGRAM AND DISPLAY POLICY

Programs and displays are an integral aspect of library service. Programming and displays further the mission of the library by providing education, enrichment, and engagement. Programs and displays complement other library services by providing an opportunity to highlight collections, promote services, and share knowledge and expertise. Programs and displays stimulate outreach and promotion of the library allowing the library to offer a wide variety of programs to groups and individuals and to attract both regular and new users of all ages and backgrounds. Programs raise the library's profile in the community, and programs and displays have a positive impact on library use.

All library-sponsored programs and displays, both on-site and off-site, are administered under this policy and are offered for patrons of all ages. Programming and display practices adhere to the Americans with Disabilities Act and the American Library Association's Library Bill of Rights. Grant-sponsored programs are provided according to the parameters of the grant.

Library programs may be presented by library staff or library-selected outside presenters, such as, but not limited to, individuals or organizations in the community, subject experts, and performers. Presenters are chosen for their proven or unique expertise and public performance experience. Presenters and Library staff will work together to develop, promote, and deliver programs per the needs of both parties and to meet the Library's requirements.

Library display cases and fixtures are for library-use only. Library displays are created by library staff, but staff may draw upon the expertise of other community agencies, organizations, educational and cultural institutions, or individuals in development of a library display.

While the Library accepts unsolicited program and display suggestions from district residents and professional presenters, Library staff determine which programs, events, and displays are scheduled. The Library is not required to accept all suggestions or work with all groups who wish to partner on programs or displays. Due to the volume of proposals received, Library staff will respond only to the proposals that most closely meet the Library's guidelines.

While Library staff are responsible for selecting, planning, and coordinating programs and displays, the Library Director ultimately has final approval over whether or not a program will be scheduled.

The Library's philosophy of open access to information and ideas extends to programming and displays. Library presentation of a program or display does not constitute an endorsement of the content of the program or of the views expressed by the presenters or participants. The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or display or series of programs or displays.

Library programs and displays may not be commercial or partisan and may not proselytize. Selling or promoting a product, soliciting investments or business, or raising funds by outside groups is not allowed. A presenter may leave, but not distribute directly, business cards for participants to pick up after a program should participants be interested.

However, recognizing that program attendees may wish to purchase works created by presenting authors or artists, the library may permit the sale of such items immediately following a library-sponsored program in which they participated. All plans to sell such items must be arranged in advance when the program is confirmed and approved by the Library Director. Program presenters are responsible for the handling of all sales.

Programs and displays may be held at the library, virtually, or off-site at another location within the library district. Provision and design of programs and displays is based upon a number of factors which include: relevance and timeliness to community needs (including content that is supported by the Library's strategic plan); popular appeal; suitability for the intended audience; educational and entertainment value; demand and/or attendance by district residents; the number of staff members available to conduct programs or develop displays; availability, size, and capacity of meeting or display space; available equipment; amount of available parking; and the library's budget allowance. Programs and displays may be designed and presented for a particular age-based audience, such as children, teen or adults, or another audience with particular developmental needs. Programs will be advertised as such.

Library programs are open to the public generally without charge. Patrons may be charged a fee for materials and supplies for certain programs. Library programs are open to all, except when there is an advertised restriction due to the intended audience of the program and its age or developmental needs.

When the safety or the success of a program requires it, attendance may be limited to a specific number of participants. When limits must be established, attendance will be determined on a first come, first served basis at the door or by requiring advanced registration with the Library.

Depending on factors, such as the type of activity or location of event, some programs may require signed waivers.

A Fondulac District Library card is not required to participate in or attend most library programs, unless otherwise specified. Fondulac District Library reserves the right to give preference to Fondulac District Library cardholders and/or district residents. In limited circumstances, Fondulac District Library cardholders and/or district residents may be given registration preference due to demand and capacity limitations. Restrictions will be advertised in advance of the program.

Due to room capacity and staffing limitations, any institutional or organized groups (including, but not limited to, preschools, schools, day care centers, senior centers, etc.) wishing to attend may be admitted only if there is space available at the starting time of the program. Institutional or organized groups are encouraged to contact the library prior to the specific program to discuss attendance. Admittance to a specific program does not guarantee availability of space at or admittance to future programs. Scheduled tours and visits are available to groups upon request and dependent on scheduling and staffing availability.

The Library's Code of Conduct & Use of Facilities Policy, as well as all other library policies, applies to all library programs.

Limitations to photography and videography may apply at programs and events based upon contract and copyright restrictions with the presenters and such limitations will be advertised in advance and on-site. Attendees should discuss their desire to photograph or record a program or event in advance with the appropriate library staff.

Patrons with special accommodation requests are encouraged to reach out to library staff prior to the event. It is recommended that at least 10 business days of notice be given for those who need ADA accommodations.

The Library reserves the right to cancel or discontinue any program or display at any time. Programs may be canceled for a number of reasons, including, but not limited to: severe weather, absence of the presenter, or low registration. In the event a program is canceled, efforts will be made to notify registered participants and the public. Canceled programs are not automatically re-scheduled, nor is the Library obligated to reschedule any programs or displays it has cancelled or discontinued.

Non-library usage of library spaces is not considered a library program or display and fall under the Library's Meeting Room and Study Room Policy, East Peoria Civic Complex Meeting Room Policy, and/or or the Community Information Policy, as well as other policies, as applicable.

Citizen's Opinion Concerning a Specific Library Program or Display

A Citizen's Opinion Concerning a Specific Library Program or Display form is available at the library service desks as part of this policy and may be submitted only by current residents and/or cardholders of Fondulac Public Library District for consideration.

Programs or displays under reconsideration will not be canceled, paused, or modified during the process. In no cases will a reconsideration of a program occur if the form is received less than 7 days prior to the program. Displays may be removed on their originally planned schedule during the process and will not remain on display longer than originally intended.

Once completed in full, the form should be mailed to the library, hand delivered to a staff member at the library, or emailed to the Library Director. After the form is received by the Director, the Director will review the program or display. The Director may discuss with staff members their original decisions related to the program or display. The Director will then provide a copy of a recommendation to the Board of Trustees regarding the retention of the program or display.

The Board of Trustees will consider the matter at their next scheduled Board meeting. The Board is not obligated to schedule a special meeting for the matter. The program or display will remain scheduled as planned while the Board is considering the matter. If sufficient time does not exist to complete the process prior to the event, the matter will be considered by the Board for future similar events.

The Board's decision related to a program or display shall remain in effect for a minimum of three years, and the library will not review or take any action relative to the same program or display for a period of three years from the Board's decision.

For patrons that need accommodations, staff is available to assist in preparation of the required form. To ensure staff availability, an appointment for assistance may be required.

Approved November 24, 2024

**Citizen's Opinion Concerning Specific Library Program or Display
at Fondulac District Library**

Type of Material (select one): <input type="checkbox"/> Program <input type="checkbox"/> Display <input type="checkbox"/> Other (Specify): _____
Title or Program or Display:
Date of Program/Display:
Location of Program/Display:

Request initiated by:
Name:
Address:
City, State, Zip:
Telephone:
Email:
Do you represent? (select one): <input type="checkbox"/> Yourself <input type="checkbox"/> An Organization (Specify): _____ <input type="checkbox"/> Other Group (Specify): _____
Are you a current resident and/or cardholder of Fondulac Public Library District? <input type="checkbox"/> Resident of district <input type="checkbox"/> District Cardholder <input type="checkbox"/> Neither

To what in the program or display to you object? Please be specific; cite display titles or program activities, for example.

Did you read the entire program description, attend the entire program, or view the entire display?
(Select one.) ☐ Yes ☐ No

If not, why not?

What parts did you read, attend, or view?

What do you believe is the purpose of the program or display?

What positive features do you find about this program or display?

What program or display would you recommend that would convey a similar perspective/theme of the subject matter treated?

What do you think might be the result of attending this program or viewing this display?

Please read the attached Library Bill of Rights, Freedom to Read, and Freedom to View statements. The library supports these principles set forth in these documents. Do you feel your request is in conflict with these documents?
(Select one.) ☐ Yes ☐ No

**If Yes, please explain why your request outweighs adherence to these principles.
If No, why not?**

What would you like the library to do about this program or display?

Signature:

Date:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the

constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by: American Library Association, Association of American Publishers

Subsequently endorsed by: American Booksellers for Free Expression, The Association of American University Presses, The Children's Book Council, Freedom to Read Foundation, National Association of College Stores, National Coalition Against Censorship, National Council of Teachers of English, The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council