



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.
6. If your program is chosen by the Library, you will be required to complete and sign our 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.

Procedure

1. Parties interested in proposing a program at Barrington Public Library should fill out the Propose a Program form on our website.
 - a. Any program proposals received by phone or email may be directed to fill out this form.
2. Program proposals will be directed to the appropriate staff member or to our Programming Committee for follow up depending on the scope and/or audience of the program.
3. 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.

*Approved by the Library Board of Trustees September 19, 1996
Amended by the Library Board of Trustees November 18, 2021*