Classes and Events

The St. Charles City-County Library District supports its mission of connecting people with the world of ideas and information by developing and presenting classes and events that provide additional opportunities for information, learning, and entertainment. Classes and events are integral to providing high quality, customer centered services that enhance the quality of life in our communities.

Ultimate responsibility for classes and events at the Library rests with the Director & CEO, who administers under the authority of the Board of Trustees. The Director & CEO, in turn, delegates the authority for program management to designated staff.

The Library uses library staff expertise, collections, services and facilities in developing and delivering classes and events. The Library's staff use the following criteria in making decisions about class and event topics, speakers, and accompanying resources:

- Community needs
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library District collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing classes and events and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public classes and events. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library classes and events; performers and presenters will not be excluded from consideration because of their origin, views, or because of possible controversy. Library staff who present classes and events typically do so as part of their regular job and are not hired as outside contractors, without the approval of the Director & CEO.

All Library classes and events are open to the public. A fee may be charged for certain types of classes and events. The Library philosophy of open access to information and ideas extends to classes and events, and the Library does not knowingly discriminate through them. Library sponsorship of a particular class or event does not constitute an endorsement of the content presented or the views expressed by participants. Topics, speakers and resources are not excluded from any class or event because of possible controversy.

Registration may be required for planning purposes or when space is limited. Classes and events may be held on site at any Library location, or off site. Classes and events may be limited to attendees of targeted age groups. Any sales of products at any class or event must be approved by the Library. Classes and events are not used for commercial, religious, or partisan purposes or the solicitation of business.
External organizations or individuals partnering with the Library on classes and events must coordinate marketing efforts with the Library Marketing Department.

Participants should expect that photographs/video will be taken at classes and events and used on the Library’s social media sites, website, and/or printed marketing materials in accordance with Policy c268 – Photography and Recording.

The Library welcomes expressions of opinion from customers concerning classes and events. If a customer questions a class or event, he/she should address the concern with a staff member or may contact the Library through designated feedback channels.

Additional accommodations may be made for persons with disabilities upon request. Please make requests for accommodations as early as possible to allow time for coordination of services and assistive technology, but no later than one week prior to the date services are needed.

(Approved 10/8/13; Amended 10/9/18)