

Policy and Procedure Manual	Section B 10
Public Policy Program Attendance Policy	Issued: February 19, 2007; Amended March 15, 2010; Amended March 18, 2013; Amended February 20, 2017; Amended February 19, 2018; Amended June 21, 2021  Approving Authority: Board of Library Trustees

### **Program Attendance Policy**

It is the intent of the Orland Park Public Library to offer a variety of programs that promote the enjoyment of reading and provide information, education and cultural enrichment to the community.

Programs are open to both Orland Park Public Library cardholders and non-cardholders. Some programs may require registration. Orland Park Public Library cardholders are given priority for program registration. Registration may be done in person, by phone, or online for Orland Park Public Library cardholders. Every program registrant must register under their own library card number. Non-cardholders can register for programs using the non-resident waitlist in the Library calendar. If the program does not fill up with OPPL cardholders, staff will move the non-residents to the registrant list, and notify them.

Programs not requiring registration are offered to cardholders from other libraries on a first come, first served basis if the maximum attendance by Orland Park Public Library cardholders has not been reached at the time the program commences.

Children must be the minimum age required at the beginning of the program session they are attending. Parents are responsible for their children and should not leave the library during a program.

Patrons who repeatedly fail to attend programs they have registered for may be refused admittance to future programs.

**Program Attendance Policy adopted by the Board of Library Trustees on February 19, 2007; Amended March 15, 2010; Amended March 18, 2013; Amended February 20, 2017; Amended February 19, 2018; Amended June 21, 2021.**