

Policy and Procedure Manual	Section B 10
Public Policy Program Attendance Policy	Issued : February 19, 2007 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.

Children and Teen Programming

Programs requiring registration are offered first to Orland Park Public Library cardholders. Registration may be done in person, or online. Cardholders from other libraries may register beginning seven days after Orland Park Public Library cardholders' registration starts. Cardholders from other libraries must register in person. Every program registrant must register under their own library card number.

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.

Adult Programming

Adult programs are open to both Orland Park Public Library cardholders and non-cardholders. Some programs may require registration. Registration may be done in person, or online for Orland Park Public Library cardholders. Cardholders from other libraries must register in person. Every program registrant must register under their own library card number.

Summer Reading Program

The Orland Park Public Library offers a reading program during the summer months for all ages. This program is only offered to Orland Park Public Library cardholders.

Computer Classes

Computer classes are offered to non-cardholders 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 class commences.

**Program Attendance Policy adopted by the Board of Library Trustees
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