

## [Illinois Libraries Present \(ILP\) Program Terms and Conditions](#)

By signing up for the Illinois Libraries Present program, the Member Library acknowledges and agrees to these Terms and Conditions, including the duties and expectations outlined herein. This document is included as part of your registration for each season of ILP.

This document outlines the terms and conditions, duties, and expectations for participation in the Illinois Libraries Present (ILP) program (hereafter referred to as "Program"). By signing up for the Program, you (the "Member") agree to the following:

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### **Introduction**

The Illinois Libraries Present program, an initiative of the Illinois Library Association (ILA), brings quality cultural programming to libraries across Illinois. This agreement outlines the responsibilities and expectations for both Illinois Libraries Present (ILP) and its member libraries.

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### **Eligibility**

To sign up for the Program, your library must meet the following criteria:

- Be a public library based in Illinois.
- Complete the registration process for the season the library wishes to participate in.
- Agree to adhere to the terms and conditions outlined here.

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### **Registration and Participation**

- Registration: Libraries wishing to participate in the Program must complete the official registration process via the ILA Illinois Libraries Present website ([ILA.org](http://ILA.org)).
- Participation: Upon successful registration, libraries can participate in the list of programs for that season, high-quality event production for at least 6 to 7 programs offered over 9 months between September and May.
- Member libraries and their representatives: As a member library of Illinois Libraries Present, any staff member representing their library with Illinois Libraries Present agrees to abide by the terms and conditions outlined in this agreement.

- Season Dues: The season dues, as outlined below, must be paid at the time of registration or within 30-days of signing up for the season.

<b>Library Operating Budget</b>	<b>Season Dues</b>
\$0-\$249,999	\$60.00
\$250,000-\$749,999	\$115.00
\$750,000-\$1,499,999	\$325.00
\$1,500,000-\$2,999,999	\$600.00
\$3,000,000-\$4,999,999	\$1,230.00
\$5,000,000 +	\$1,900.00

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## **ILP Responsibilities and Expectations**

### **ILP Duties:**

- Provide member libraries with access to a catalog of curated programs, speakers, and events.
- Provide season-long support via website and email communication, including timely detail on program specifics, promotional details, and technical support, where applicable.
- Ensure the availability of programs and speakers that meet quality standards and represent diverse perspectives.
- Maintain communication with member libraries regarding any updates or changes to the program offerings.
- Provide a suite of marketing materials and high-quality graphics for each event to be used by participating libraries.
- Provide member libraries with timely event registration and attendance statistics.

### **ILP Expectations:**

- Ensure that the programs offered through the initiative align with ILP's mission to support community engagement and cultural development.
  - Respond to inquiries from member libraries and provide support promptly, maintaining open lines of communication with all member libraries.
  - Provide high-quality event production for each event.
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## **Member Library Responsibilities and Expectations**

### **Member Duties:**

- **Event Participation:** Libraries are expected to list the selected programs on their websites and include marketing materials, specific event information, and registration links to their patrons.
- **Promotion:** Libraries should actively promote the selected programs within their communities. This includes leveraging social media, library newsletters, and other communication methods.
- **Communication:** Participating libraries must handle all patron communication regarding the program and specific events. Patrons should not be referred to Illinois Libraries Present for help with registration, access to event recordings, or any information regarding the events. All patron communication and inquiries should be handled by their respective library.
- **ILA ILP Initiative Feedback:** Libraries are encouraged to provide feedback regarding the program, including attendee satisfaction, marketing materials, member library communication and support, and suggestions for improvement.

### **Member Expectations:**

**Respect for Speakers/Performers:** Libraries should ensure a respectful, welcoming environment for all speakers, performers, and program providers.

**Communication:** Libraries are expected to communicate promptly with ILP regarding any issues, concerns, or questions that may arise.

**Compliance with Program Guidelines:**

1. Pay the full membership fee based on your library's revenues as defined in question 8.17 of your library's most recent Illinois Public Library Annual Report;
2. Follow the branding guidelines for all marketing materials including crediting Illinois Libraries Present on all promotional materials;
3. Include any grant wording or sponsorship information provided by Illinois Libraries Present on ILP and library produced marketing materials;
4. Only market ILP events to members of your library community and alert ILP if you see non-member libraries marketing ILP events to their patrons;
5. Abide by any terms set by the publishers, presenters, and booking agents in the presenter contracts where applicable and when communicated by ILA ILP.

6. Supply feedback upon request for any grant reporting;

7. Follow all applicable laws and statutes regarding patron privacy, keeping patron information private from non-member libraries;

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- **Data Collection:** By signing up for the Program, libraries agree to the collection of relevant data (such as attendance numbers, event feedback, etc.) for the purpose of improving future programming and for reporting to program sponsors and grantors.
  - **Confidentiality:** ILP agrees to handle all information related to member libraries in accordance with privacy laws and will not share any data outside of the scope necessary for the Program's operation.
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### **Amendments**

ILP reserves the right to update or amend these Terms and Conditions at any time. Any changes will be communicated to member libraries in a timely manner.

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### **Contact Information**

For any questions or clarifications regarding these Terms and Conditions, please contact: [illinoislibrariespresent@ila.org](mailto:illinoislibrariespresent@ila.org)