



## Programming and Outreach Policy

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### Policy Statement

The East Moline Public Library sponsors a variety of programs for all ages as part of our mission for the community to learn, connect, create, grow, and enjoy. Library programming is also crafted to meet the goals of our Strategic Plan.

### Program Content and Criteria

Library programs are tailored to the interests of the East Moline Community. The programming department will develop programming based on their expertise and skill, partnering with community organizations and businesses to broaden and expand their knowledge reach.

The Library will use the following criteria in program planning:

- Relation to the Library Mission, Vision, Goals, and Strategic Plan
- Community need and interest
- Budget and staffing considerations
- Representation of diverse cultural backgrounds, opinions, and viewpoints
- Appeal to a range of interests, ages, and information needs

If you would like to recommend a program, please send your request to [eastmolinepl@eastmolinelibrary.org](mailto:eastmolinepl@eastmolinelibrary.org).

### Program Registration and Attendance

Library programs are open to the public and categorized by age: child, tween, teen, adult, and all ages. Registration for program attendance is generally requested and, in some cases, required due to space and supply limitations. Registration information for each program can be found on the [Event Calendar](#) on the library website. If you have registered for a program and can no longer attend, please provide the library at least 24-hour notice. Patrons that do not provide a cancellation notice are considered no-shows. Repeated no-shows may result in a temporary suspension of program registration.

### Outreach

The Library provides programs and services offsite at a variety of locations throughout East Moline. The primary purpose of outreach is to serve community members who cannot visit the library. The secondary purpose of outreach is to share information about programs, services, and materials the Library offers.

## Photo Policy

The Library reserves the right to use any photograph/video taken at any program sponsored by the East Moline Public Library, without the expressed written permission of those included within the photograph/video. The photograph/video may be used in publications both published and online. To ensure the privacy of individuals and children, images will not be identified with full names or personal identifying information without the express written permission of the subject, parent, or legal guardian.

A person attending a program who does not wish to have their image recorded for distribution should make their wishes known to the programming staff at the start of the program.

## Disclaimer

Patrons who require special accommodations should contact the Library at least five days prior to a scheduled program.

The Library does not offer any programs that support or oppose any political candidate, ballot measure, or specific religious conviction. Programs whose purpose is to provide information about religious traditions as part of multicultural education are permitted.

Presenters may not require program participants to provide their names or any personal information or to accept a business card or any handouts. While a presenter may not market merchandise/materials during the program, the Library may grant permission to have merchandise/materials related to the program available for purchase at the conclusion of the program.

Sale of items during library programs is permissible as fund-raising to benefit the Library as sponsored by the Friends of the East Moline Public Library.

Any situation not specifically covered above will be resolved by the Library Director.

Approved by the Library Board of Trustees on April 28, 2025