



# Materials Donation Policy

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## Policy Statement

The East Moline Public Library accepts material donations in good condition. The majority of donated items will be sold through the FRIENDS book sale with proceeds used to assist the library in providing access to materials, programs, and services to the East Moline community. A librarian will determine if a donated item will be added to the library's circulating collection.

## How to Donate Materials

Small donations (up to 1 box) may be dropped off at the library circulation desk located next to the front doors anytime the library is open. Larger donations are accepted by appointment only. To schedule an appointment time, please contact the library at 309-755-9614 or by email at [reference@eastmolinelibrary.org](mailto:reference@eastmolinelibrary.org).

Local history donation requests will be reviewed on a case-by-case basis by the library director. Please contact the library for more information.

Donation receipts are available upon request but must be completed by the donor.

## Accepted Materials

Materials must be in good condition. Materials with water damage, stains, torn or missing pages, mold, excessive dust, or heavy odors will not be accepted.

- Fiction books (Hard Cover Only)
- Nonfiction books published in the last 10 years
- Magazines published in the last 12 months
- DVDs and Blu Rays;
- Puzzles with all the pieces
- Day planners and calendars for the current year

## Materials Not Accepted

- Mass trade paperbacks; Harlequins
- Textbooks
- Encyclopedias
- VHS tapes, Cassette tapes, CDs, Books on CD, and other obsolete formats
- Newspapers or catalogs
- Reader's Digest condensed books
- Journals
- Out of date materials
- Items previously purchased at the book sale

Approved by the Library Board of Trustees on March 25, 2024; Updated August 27, 2025; Updated March 23, 2026