

Programming Policy

The East Moline Public Library presents educational, recreational, informational and cultural programs as part of its mission to meet the educational, leisure, informational and recreational needs of the community; to expand usage of the library and public awareness of library services and materials.

Program Categories

The Library provides two types of programs: 1) Library initiated, and 2) Library co-sponsored. "Library initiated" programs are originated, planned, administered, funded and publicized by the Library. "Co-sponsored" programs are provided jointly with other organizations. Co-sponsorship of a program does not imply that the Library supports or endorses other activities of that organization.

Program Content and Purpose

The Library presents educational, cultural and recreational programs that are tailored specifically to the East Moline community.

When planning and evaluating its programs, the Library considers other programming, events and resources that are available to community members.

The Library will use the following criteria in program planning:

- A. Relation to Library mission and service goals
- B. Community needs and interests
- C. Availability of program space
- D. Presentation quality and treatment of content for the intended audience
- E. Presenter background and qualifications in content area
- F. Budget and staffing considerations
- G. Historical or educational significance
- H. Representation of diverse cultural backgrounds, opinions and viewpoints
- I. Appeal to a range of interests, ages, and information needs
- J. Connection to other community programs, exhibitions or events

The Library provides outreach programs to targeted populations who cannot visit the Library. Department coordinators initiate and respond to requests for off-site programming.

The Library may provide programming in the Library Building or offsite at parks, halls, or other suitable locations.

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.

Programming Resources

The Library draws upon partners and other community agencies, organizations, educational and cultural institutions to develop and present programs. Professional performers and presenters with specialized expertise may be hired. Performers and presenters will not be excluded from consideration based on any protected group status as defined by applicable Federal, State or local laws and regulations. Library staff who present programs will do so as part of their regular job and are not hired as outside contractors for programming. Payment to recover material costs may be made.

Registration and Attendance

In general, Library programs are open to the public. The Library may find it necessary to restrict attendance at certain programs or program series. Program registration may be required for these programs. The Library reserves the right to charge a fee for certain programs.

Programs may require a limited attendance based on age, especially for programs that are intended for teens and children that are geared to their interests and developmental needs.

If it is anticipated that there will be more than 25 attendees, three staff members must be present. For every ten above that, another staff member must be added (an exception will be made if there are parent chaperones). Non-staff members who are not parents of children attending are not acceptable chaperones.

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

After Hours Programming

All programming that will extend past the Library's business hours must be Library initiated programming. These programs will not take place past 10pm on Friday and Saturday, and on weekdays cannot go past 8pm in the winter and 9pm in the summer.

Programming schedules must take into account any legally required meal and rest breaks.

All after hours programs will have no re-entry. If a patron leaves the program for any reason, they will not be allowed to return.

Marketing Products and Services

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.

Photo Policy

The library reserves the right to use any photograph/video taken at any program sponsored by East Moline Public Library, without the express 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 photographer, and/or the program organizers, and/or contact the library at (309) 755-9614 of his/her intentions and include a photograph.

Situations Not Covered

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

Appeal Process

Decisions by the Library Director to deny any requests to present or attend certain programs may be appealed. To appeal a decision made by the Library Director, a patron may submit a request to the President of the Board of Trustees via letter or email. Following a review and vote by the Library Board, the Library Director or Board President will contact the patron with the Board's decision. The Board aims to resolve all patron issues in a timely manner.

Adopted January 23rd, 2023