

DISPLAY POLICY

A. BULLETIN BOARDS

The primary function of the bulletin boards located inside the Library is to provide information to Library users about events of a cultural, educational, or community activity. Notices may be posted subject to the guidelines set forth in this policy. Application of these guidelines will be based on the judgment of the Library Director or his/her designee.

Posting Guidelines:

- Priority is given to Public Notices and Library-related notices.
- Containers for contributions may not be placed in the Library unless sponsored by the Library or Friends of the Library.
- Notices must be left at the circulation desk for Library staff to post. If they are accepted, then they will be dated and posted within 24 hours.
- The small bulletin board near the elevator is to be used for posting business cards.
- Notices will be displayed for as long as they are current, up to four weeks. The Library will not be responsible for returning materials.
- If the board is crowded, then Library staff reserve the right to select notices for events with the widest appeal.
- Acceptance of notices does not imply the Library's endorsement of a group or organization, its policies, or beliefs.
- Electronic notices posted on any electronic forum in the Library (i.e. website and electronic display boards) are subject to the same guidelines as printed notices.
- The Library reserves the right to accept or refuse any material submitted.

B. HANDOUTS

Only materials of educational or cultural activities, events or services may be placed in the handout racks or table. A special rack is provided during tax season for state and federal income tax forms and related information.

C. OTHER DISPLAYS

The Library encourages individuals, as well as community and school groups, to share their unique collections with the public through displays at the Library. Articles for display may be proffered or requested by the Library.

Posting Guidelines:

- Display items must be able to be a) hung on either the slot wall or overhead wires, b) placed in the glass cases or c) fit the areas used for free standing objects.
- No display or exhibit shall cause any permanent or unsightly alteration to library property (e.g., nails driven, tape on paint, etc).
- Displays may not be publicized in a manner which suggests Library sponsorship or affiliation.
- Nothing on display may be labeled for sale. However, the owner may leave a contact sheet or card for people who are interested in displayed items, or their equivalents.
- Length of display time, number of items, size of items, location, etc. are at the discretion of the Library.

- Displays may not contain any of the following: explosives, biologically or chemically hazardous material, firearms, perishables, speech that is not constitutionally protected or material that violates election laws when the Library is used as a polling site. The Library Director may prohibit other items which are illegal or deemed to present a threat to the public health and safety.
- The Library is not responsible for loss or damage of display items. Normal precautions will be in effect to preserve the integrity of the display.
- The final decision as to what can or will be displayed is made at the discretion of the Library Director and/or the Library Board of Trustees.

Adopted 6/12/2001

Reviewed 4/13/2004

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Revised 10/9/2012

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