



Community Display and Materials Policy

Adopted: July 19, 2012

Revised: September 17, 2015

Policy Statement

The library provides a variety of informational, educational, and recreational resources to the community. There are display areas for community members and organizations to post materials that are consistent with the overall mission of the library. The library attempts to adhere to all federal, state, and local laws. The library will impose reasonable restrictions on posting materials. The library will give display priority to library partners. The library does not endorse the views represented in any community display on library property.

1. Display Guidelines

1.1 Community displays are limited to designated locations in the library. All materials to be posted and/or distributed must follow the following guidelines and be approved for compliance by the library prior to posting or distribution.

1.1.1 Guidelines for the posting of materials are as follows:

- Notices may only be posted on the community bulletin board.
- Notices will be 8 ½" X 11" or smaller. Larger posters may be posted if space allows.
- All materials will be removed by library staff at reasonable intervals.

1.1.2 Guidelines for the display of distributed materials are as follows:

- Distributed materials will be placed in a designated area.
- The library reserves the right to limit the number of printed materials.
- All out of date materials will be removed by library staff.

1.1.3 The library will not distribute, post, or display the following:

- Advertising for profit-making or fund raising events except for the Friends of the Library and other library partners.
- Advertising or promotional materials of a profit-making commercial entity, items for sale, or estate or trustee sales.
- Obscene and/or illegal materials.

2. Display Space

2.1 The library has limited display/exhibit space available. All displays/exhibits must be scheduled in advance and be approved by the Library Director and/or Branch Manager(s). The library maintains complete control over the space available for displays/exhibits. The following standards will be used to determine which displays/exhibits will be prioritized for presentation:

- Highlights or stimulates use of library resources.
- Relates to or compliments a library program.
- Is of cultural, historical, or educational significance.
- Is of notable interest to the community.
- Is of suitable size and physical form.
- Requires minimum security.

2.2 The exhibitor is responsible for all set-up and removal of display/exhibit. The exhibitor is responsible for insuring the display/exhibit against damage or loss if desired. The library takes no responsibility for guaranteeing the condition of any items included in any display/exhibit.