

DISPLAY AND DISTRIBUTION

PURPOSE

The display of materials and exhibits serves to make the library interesting, attractive and inviting, and assists the library in its efforts to support lifelong learning and an informed citizenry by providing free, open, and full access to a vast array of ideas and information.

The Display and Distribution policy establishes guidelines and procedures for materials that may be posted, exhibited or distributed in community library facilities.

POLICIES

Display space in the public area is best used to promote library activities, products and services. Bulletin boards and literature racks are provided where possible to disseminate information of general community interest.

The library **will** generally post signs, posters, and other materials related to:

- library activities, products and services
- art and appropriate decorations
- community information, including events sponsored by schools and non-profit groups, as long as the event is open to the public
- announcements of meetings, as long as the meeting could have been scheduled at the library under the Meeting Room Use policy (open to the public, non-commercial, non-partisan, etc.)

The library will **not** post:

- petitions
- surveys (except for those conducted by the library)
- partisan political posters
- materials promoting a particular religion

- commercial advertisements

Posters of a general informational nature which do not promote a particular religion, political candidate, or stance on a ballot issue, may be posted on a space-available basis. For example, the library could post church bazaar flyers, sample ballots, and posters relating to non-partisan ballot issues as long as they are objective.

Endorsement

Appearance on or in library display space does not constitute Regional Library endorsement of viewpoints expressed in the material or the program described.

Duration

Items should be dated and displayed up to one month. Staff will remove posters after the event they promote has occurred.

Authorization to display

The department manager or librarian approves all displays in spaces viewed by the general public.

Displays and posters that would be allowed under these criteria may be excluded if, in the judgement of the librarian, the display is poorly executed, disproportionate to the space available, negative in content or tone, offensive, disrespectful or in poor taste.

All questions relating to a display which cannot be resolved by the librarian should be referred to the Administration for resolution.

Exhibits

The library may host an exhibit or display of material loaned by individuals, businesses or agencies when there are space and staff time available to do the display, and the material is of sufficient community interest.

Distribution of materials

These guidelines apply to distribution of materials on library property, as well as to display.

Adopted: April 22, 2003