



# Display, Exhibit, and Bulletin Board Policy

## **Displays and Exhibits**

The primary purpose of public display space is to promote educational, cultural, and recreational needs of the Defiance Public Library System. The Library Director or designee will have discretion for the Approval of the Application for Public Exhibit. The Library Director or designee must review samples of the items to be displayed.

## **General Guidelines**

- Use of display space for library purposes takes precedence over other use.
- Any display that is primarily commercial, religious, or politically partisan in nature will generally not be approved by DPLS. Any such display shall require prior approval from the director.
- Displays cannot be intended for retail trade. Pricing will not be allowed on displayed items, nor will the referral of potential sales be made by or through the library staff.
- The Defiance Public Library System is not responsible for any items which may be stolen or damaged while on display.
- Any group or individual who uses the display spaces will be responsible for set-up, take-down and monitoring of their property during the term of the exhibit.
- The library cannot provide storage prior to its installation or subsequent to its removal.
- Press releases or other promotion of the exhibit shall be written or approved by the library.
- The timeframe for displays and exhibits begins on the first day of the month and end on the last day of the month. Request for additional time must be approved by the Director or designee.

If necessary when scheduling displays, preference will be given to:

- Defiance County residents
- Individuals with previous or family ties to Defiance County
- Individuals who work in Defiance County

- Individuals from other areas whose work has specific relevance to Defiance County or topic of interest to local residents.

### **Bulletin Boards and “Give Away” Materials**

The purpose for the bulletin boards and the “give away” areas are to allow information to be shared within the community. Services and events of interest to the community will be posted on the bulletin boards located throughout the library, each having a designated purpose. Shelving in the Community Information area holds informational “give away” materials as well.

Acceptance of your materials at a Defiance Public Library System location does not guarantee that they will be displayed in any or all locations. Space for display of materials is limited. Each location manager makes decisions as to whether information is posted, and when it is posted, distributed and removed in their location.

Priority is given based on the following criteria, in order of importance:

- Events co-sponsored by the library
- Local community information, often specific to the neighborhood of their location
- City-wide community information

### **Bulletin Board Guidelines**

- Posting does not constitute endorsement by the library or the Board of Trustees.
- The library is not responsible for the materials posted.
- All notices must be clearly typed or neatly handwritten and easily used.
- All notices must be initialed and dated by an appropriate staff member before posting.
- Posted items should have a contact name and telephone number for further information or clarification.
- The Library Manager or designated library employee will post materials so that materials are neatly posted and adequate space for the posting can be determined.
- Only the Library Manager or designated library employee or original person requesting an item be posted may remove notices.
- Materials that support or oppose any political candidate or ballot measure will not be displayed. However, election information, such as that provided by the Secretary of State or League of Women Voters may be made available.
- Petitions may not be posted in the library.
- Once items are removed, they are discarded.
- Items posted or left on tables without authorization will be removed and discarded.
- Oversized posters may be rejected because of space limitations.

- If display boards or distribution areas become crowded, library staff reserves the right to remove the oldest materials in order to make room for newer items.
- The Library does not assume responsibility for materials damaged or stolen.
- The goal of the Library is to maintain a position of impartiality. Therefore, it will accept items without discrimination on the basis of political or religious content.
- Acceptance of materials for display does not imply the library's endorsement of a group or organization, its policies or beliefs.
- Bulletin board postings may not promote the use of alcohol, illegal drugs, or tobacco products, nor contain any information or subject matter which violates city, state, or federal statutes.
- Preference will be given to events and organizations located in or serving the local area.
- Maximum size for notices about EVENTS or SERVICES (Community Services) is 8 ½ x 11 inches.
- Bulletin Boards will be labeled as to their use, and items must be posted on the appropriate board only.
- Postings of any event will be limited to one.
- Notices will be removed after one month or when the event or its registration date has passed, whoever is shortest.
- The library reserves the right to remove materials judged to be unsuitable.

#### **Community Information "Give Away" Materials**

The library accepts flyers, newspapers, and other handouts of community interest for the Community Information area in the library. The materials should be referred to the Library Director or designee for distribution.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as needed.