



Displays and Handouts Policy

The Library presents displays and handouts to encourage use of Library and community resources and to promote a positive view of the Library in the community. Approval of a display or distribution of handout materials by the Library does not indicate an endorsement of any cause or activity. This policy provides guidelines to ensure the appropriate use of display space.

Public Display

Requests made by the public for display space shall be granted only for materials that are designed primarily to promote interest in Library or community resources or promote a positive view of the community. Displays will not include price of objects; only the name, address, and telephone number of the display sponsor (when appropriate) may be made available to the public. Requests shall be considered by the Library Director or designated staff member.

The Library reserves the right to limit the size, number of items, the schedule and length of any display, and the frequency with which the artist or organization may have a display.

Artists, individuals, and organizations requesting to display objects, collections, or other materials are chosen on a first-come, first-booked basis. Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of a display area for exhibits if it is determined that the display space is needed for Library purposes.

The artist, individual, or organization is responsible for setting up his or her own artwork or objects, arranging, and taking down his/her exhibit. Library staff is not available to assist the artist with setting up or taking down his/her exhibit, but may supervise installation. The Library cannot reimburse for the cost of materials and supplies needed to hang or display artwork or other objects.

The Library is not responsible for any artwork or objects that are lost, damaged, or stolen while on exhibit or display.

The Library will not charge individuals or organizations to display material.

The Library reserves the right to decline content that is not appropriate for display.

Staff Displays

Any display created by an employee of the Library during their work hours will be considered a staff display and not a public display. Such displays should reflect, where appropriate, all viewpoints on a given subject.

Handouts and Flyers

The Library acts as a distribution point for handout materials for public awareness. These items may

represent diverse points of view. The Library, at its discretion, will provide reasonable space for community announcements, notices of programs, and public information. The Library will refrain from posting advertisements of products or services offered by for-profit organizations or individuals, and retains the right to remove previously posted materials that violate the Displays and Handouts Policy.

Amended by the Board of Trustees: 9/25/2013, 8/31/2016, 9/26/2018