

POLICY

Category: Access & Facilities

Number: E.09

Title: **Displays, Postings and Handouts Policy**

Effective Date: February 13, 2021

Authorized By: CFL Board of Trustees

Last Revision: January 7, 2012; May 18, 2005; July 24, 1996; April 24, 1990

References: American Library Association's Library Bill of Rights

In keeping with its vision and mission statements, the Cudahy Family Library provides and maintains bulletin boards, display cases and brochure shelving in its Copy Center for public use. In providing access to resources for the community, the Library welcomes the opportunity to allow government agencies and city departments, local groups, non-profit organizations, and individuals to use the space in the Copy Center or display cases for materials and notices that are educational, recreational, charitable or civic in nature. Space on the Library's service desks, the display cubes, the youth bulletin boards and the portable bulletin boards in the main Lobby is reserved for Library use only.

The Cudahy Family Library is also an official site for the postings of public notices and agendas from the City of Cudahy and the School District of Cudahy.

This policy encompasses the guidelines for the use of the Library's public space and is in accordance with the American Library Association's *Library Bill of Rights*, Article Six, which states that exhibit space should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use.

General Principles of Use

1. Approval of a display or posting or distribution of handout materials does not indicate that the Library endorses any cause or activity. The Library makes no representation as to the accuracy of information and assumes no liability for the quality or safety of any goods or services which may be the subject of displays, postings or handouts. The Library has the right to refuse, rescind, or remove any material that does not meet the principles outlined in this policy.
2. The Head of Circulation Services shall decide on the posting and arrangement of all material in the Copy Center. Members of the public are not allowed to post or to

remove any notices or handouts. Any material found on the bulletin boards or in the brochure shelving that has not been approved for display or distribution shall be removed and discarded by library staff.

3. The Reference Staff is responsible for organizing and scheduling the use of the display cases. Individuals interested in setting up a display must submit the form *Cudahy Family Library: Request for Display Space*. Patrons interested in using the art wall display spaces must refer to the *Art Wall Exhibit Policy*, E. 07.

4. Displays and postings must include the name and contact information for the sponsoring organization, and the date, time, and location for events.

5. With the exception of fund raising events for local non-profit groups and the promotion of new local businesses, the Library will not display, post or distribute any commercial advertising, solicitations, business cards, or individual rental announcements. The Library will not post or distribute any personal advertising.

6. Display items and postings must be of reasonable size in relation to the space available and will not be accepted if they detract from the effective use of the space or are unsuitable for display in a public service area for all ages.

7. Display items and postings that advocate a current political party or candidate, or promote a stance on a current public issue will not be displayed. City notices of public elections and sample ballots from City Hall will be available at the Reference Desk.

8. The Library will make every effort to display dated material in a timely manner; however, it is the responsibility of the individual or organization to submit material for consideration at least two weeks prior to the event.

9. The Library will remove dated material as soon as possible after the event. Undated material will remain in the Copy Center as space allows. The Library will dispose of unused material, making every effort to recycle the unused material.

10. The Library does not assume responsibility or liability for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed on display at the Library are done so at the owner's risk.

11. Failure to comply with these principles may result in denial of future posting privileges.

Patron Concerns

Patrons with comments or concerns about the propriety of displays, postings or materials authorized for distribution will be referred to the Library's Challenged Materials / Services Policy (Governance & Administration. A.09). The Library Director and/or Library Board will address the concerns and patrons will be notified of the Library Administration's responses and/or decisions in writing.

Cudahy Family Library: Request for Display Space

Date _____

Name of Applicant _____

Address _____

Telephone _____ E-mail _____

Proposed Display Dates: _____

Description of Display:

I, the undersigned, provide the aforementioned materials for display at the Cudahy Family Library for the time period confirmed by the Reference Staff. I have read and understand the Cudahy Family Library Displays, Postings and Handouts Policy. I understand that the Cudahy Family Library and City of Cudahy accept no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited and that all items placed on display at the Cudahy Family Library are done at the owner's risk.

Signature _____ Date _____

____ Request Approved

CONFIRMED DISPLAY DATE: _____

To be filled in by the Reference Staff

____ Request not approved because:

Notes from Reference Staff:

Director's Signature _____ Date _____

