

POLICY

Category: Access & Facilities

Number: E.1

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

Effective Date: May 18, 2005

Authorized By: CFL Board of Trustees

Last Revision: July 24, 1996
April 24, 1990

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 for public use. In providing access to resources for the community, the Library welcomes the opportunity to allow government agencies and departments, groups, organizations and individuals to use the space in the Copy Center for materials and notices that are educational, cultural, 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.

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.

2. The Head of Circulation Services shall decide on the posting and arrangement of all material. Any material found on the bulletin boards, in the display cases or in the brochure shelving that has not been approved for display or distribution shall be removed and discarded.
3. With the exception of fund raising events for non-profit groups, the Library will not post or distribute any commercial advertising, solicitations, business cards, or individual rental announcements. The Library will not post or distribute any personal advertising.
4. 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.
5. The Library will remove dated material as soon as possible after the event. Undated material will remain in the Copy Center as space allows.
6. The Library does not assume responsibility or liability for material that is damaged or stolen.
7. The Library will dispose of unused material, making every effort to recycle the unused material.

Displays

The Reference Staff is responsible for organizing and arranging displays for the Library's four display cases. Requests made by the public for display space shall be granted only for educational, intellectual, artistic, and cultural materials which are designed primarily to promote interest in the use of books, other library materials and information services. The Reference Staff will also consider the requests in terms of community interest and the timeliness of the topic. The Library's use of the display cases has priority over use by any other organization.

Displays will include a sign stating the sponsorship of the display, including the contact information if appropriate. The Library reserves the right to limit the size and number of items, the schedule of any display, and the frequency with which the individual or organization may have a display. Items in a display may not be marked for sale or indicate a price. A request for a display focusing on a public issue must indicate that all aspects of the issue will be presented in an equal manner. The Library Director will determine whether or not the proposed display is balanced. Exhibitors must sign a waiver stating that they will not hold the Cudahy Family Library or the City of Cudahy responsible for any loss or damage to their displays.

Patrons interested in using the art wall display spaces must refer to the Cudahy Family Library's *Art Wall Exhibit Policy* (Access & Facilities. E.7).

Employees of the Library interested in creating a display must work with the Reference Staff and follow the same guidelines as listed for the general public.

Postings and Handouts

The Library posts and/or distributes free items that publicize community organizations and local events. These materials include brochures, pamphlets, flyers, maps, college catalogs, newsletters, bulk newspapers, and magazines. The Library posts and/or distributes the material at its discretion and reserves the right to limit the size and the number of pieces of any item it will accept for distribution. Prior to the distribution, the Library Staff will review the materials. If space becomes limited, preference will be given to handouts of a timely nature and to information of patron interest.

From January to April, the Circulation Desk distributes free copies of the standard federal and state tax forms. They also have reference copies of many of the IRS forms and publications that patrons may photocopy. At the end of each tax season, the forms and publications are transferred to the Reference Desk which keeps a seven year file of income tax forms. Patrons are also directed to the IRS web site for forms, publications, and information on tax returns.

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.7). 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 _____

