



*policy statement on*

## **BULLETIN BOARDS, DISPLAYS & EXHIBITS**

REVISED **JUNE 26, 2007**

The use by individuals or organizations of the Library's facilities for displays and/or exhibits, other than those which pertain to the Library, is a privilege.

There will be designated areas for bulletin boards, displays and exhibits in each library and division. Announcements, posters, flyers and exhibits will be arranged in these areas only.

### **BULLETIN BOARDS**

One of the important roles of the public library is to serve as a source of information for community programs, events and services. Each library will have a bulletin board for community announcements located in a designated central area.

The following guidelines will assure that announcements submitted for posting will be given fair consideration and ample time and that the bulletin board will be kept current and attractive:

- The Library will post notices of educational, cultural and recreational events or services which are sponsored by non-profit organizations. It is not the purpose of the bulletin board to advertise commercial endeavors unless they are specifically related to the Library program. Announcements to be posted must be cleared and dated by a division head or a branch head.
- Posted materials shall be no larger than 8 ½" X 14" in size.
- The Library will distribute single copies of announcements to other library branches in the system.
- The Library will determine the length of time announcements will be displayed based on space available. Notices will be posted no longer than three weeks. Items will be marked with the date to be taken down.
- The Library will provide limited display space for multiple copies of announcements and brochures from non-profit organizations. Materials to be displayed must be cleared and dated by a division or branch head.
- Materials, flyers or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise, will NOT be posted.
- The Library assumes no responsibility for the preservation, protection, possible damage, theft, or return of any item displayed on the bulletin board.

## DISPLAYS & EXHIBITS

Exhibits are valuable in making patrons aware of the vast resources of the Library and the community. The following guidelines will assure the quality, variety, objectivity, and safety of displays and exhibits:

### ***Non-Commercial Displays***

The Library welcomes non-commercial displays of collections of art and other materials of general interest to the community. However, the Library does not advertise commercial endeavors unless specifically related to the goals of the Library.

### ***Displays and Exhibits***

Displays or exhibits should incorporate books or materials from the Library collection which relate to the objects in the display whenever possible. Local artists and craftsmen are encouraged to exhibit their works. Exhibits must be scheduled in advance with the Head of Circulation at the Main Library, or with the Branch Head of the library which will be hosting the display. Each exhibitor is requested to provide a 9"x12" poster identifying the exhibit and the exhibitor: example, Louisiana Swamp Scenes, by John Smith. Biographical information and the list of works with prices will be available at the Library Information Desk, if provided by the artist. Staff members may not handle the sale of materials.

### ***Review by the Director***

All works are subject to review by the Director. No artisan, organization or individual shall be permitted to place in the Library any box, receptacle, or canister which solicits donations.

### ***Safety of Displays and Responsibility of Exhibitors***

The Library does not assume responsibility, protection, or damage of any item displayed or exhibited. All items are placed in the Library at the exhibit owner's risk. Exhibitors are encouraged to make their own arrangements for insurance protection if they feel that it is needed for the items they display.

**This policy replaces and supersedes the policy issued on August 1, 1993.**