

Displays, Notices, and Bulletin Boards

Adopted by the C. A. Friday Memorial Library Board of Trustees on February 26, 1998

Amended: June 2014, April 28, 2018, March 7, 2022

Supersedes: Displays/Exhibits/Petitioning Policies

Purpose

In the spirit of community partnerships, Carleton A Friday Memorial Library provides designated space on a public bulletin board for announcements and notices of local community events. In addition to the public bulletin board, a designated display area may be available for distribution of free handouts, notices and other materials which may be of interest to the community. The Library uses exhibit and display space, bulletin boards, and pamphlets to promote its goals of public education, collection building and cultural programming. Library-produced displays and materials that present a wide range of viewpoints and do not advocate a single perspective.

Consideration for Posting

The library is not required to post all submitted notices, nor is it required to post notices relating to "both" or "all" sides of political, commercial, or organizational issues. Posted information does not constitute endorsement by the library.

The following will be considered for posting:

- Community newsletters, magazines, newspapers and other publications distributed free of charge containing information of local interest.
- Community events, programs or series of programs from a tax-supported institution, school district or local non-profit organization.
- Information that is relevant and of interest to the community.
- Meetings and public announcements.

The following will not be posted:

- Advertisements by for-profit organizations.
- Notices which promote political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
- Notices which advocate a position on a public issue.
- Publicity for ongoing programs or series of programs, except those of tax-supported institutions.
- Any event or program that is not open to the general public.
- Requests for study participants for medical or other research.
- Direct requests for contributions not associated with an event unless it is library-sponsored.
- Legal notices.
- Notices of merchandise or services for sale.
- Rental announcements.
- Lost pets.

Procedures for Posting Notices

- Items for posting should be submitted to library staff for approval and posting.
- All notices must be approved, posted and removed by designated library staff and are subject to available space.
- Items posted without authorization will be removed and discarded.
- If space is limited, library staff reserves the right to select the timeliest postings with the widest appeal.
- Notices must be of reasonable size in relation to the space available.
- The appearance and content of the posting must be suitable for display in a public service area.
- All notices must identify the organization including name, address and telephone number or email.
- Event postings must be for events that are open to the public.
- All notices for community events, classes, and programs must clearly state the date/time of the activities.
- The library is unable to return original documents.

Displays and Exhibits

Any display created by an employee of the Library will be considered a staff display and not a public display. Staff may create displays of library materials to encourage the use of the informational resources of the Library, to promote Library events, and to promote a positive view of the Library in the community.

Library facilities may also be made available to the public for display and distribution of materials. These facilities may not be used for commercial purposes. Display of materials must be prearranged and approved by library staff, and will be subject to the same guidelines as bulletin board notices. The Library reserves the right to limit the duration of an exhibit and the frequency of the use of library space by an individual or group.