

Community Display, Petitions & Sales	
Date of Origin: October 7, 1999	Approved By: Library Director & Library Board
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As an educational and cultural institution and as part of its public service, the Library welcomes exhibits and displays of interest, information, or fine arts from the community.

In Libraries that have display cases, day-to-day operation of the display cases may be delegated to the Friends of the Library, or Improvement Club, with review by the Library Manager. In such cases, the Friends are acting as the agent of the library, and will follow all aspects of this policy as if they were staff.

1. Exhibits and Displays

- a. Priority and Approval - The Library retains priority rights to all exhibit and display space for library purposes. Approval for all exhibits and displays rests with the Library Director or appointed designee(s). Unapproved materials will be disposed of at the Library's discretion.
- b. Eligibility and Space Availability - Materials may be provided by the Library or other nonprofit organizations, community groups, individuals or governmental agencies. Exhibit and display space is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting this service.
- c. Limitations - The Library reserves the right to limit the size and number of items, the schedule of any display, and the frequency with which groups or organizations may display materials. Displays may not contain any of the following: explosives, biologically or chemically hazardous material, apparatus which produces noise while on display, perishables, items illegal to possess, speech that is not constitutionally protected or materials whose display may violate election laws. The Library Director may prohibit other items deemed to present an immediate, demonstrated threat to the public.
- d. Endorsement - Distribution or posting of materials by the Library does not necessarily indicate the Library's endorsement of the issue or events promoted by those materials. Displays may not be presented or publicized in such a way as to suggest such endorsement.
- e. Fees - All exhibits and displays are offered to the Library on a voluntary, non-fee basis.
- f. Security and Liability - The Library assumes no liability in the event of damage, destruction, or theft of a display.
- g. Sponsorship Line - A sponsorship line, i.e. a sign stating the sponsorship of the display, may be included; however, values of displayed items will not be included.

2. Petitions

- a. The Library allows petitioning, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public outside the library. This activity must not interfere with egress into or out of the Library or Library parking lot.

3. Sales

- a. The Library does not allow soliciting or the sale of goods or services by members of the public in the library building, on the grounds, or in the parking lot. The only merchandising activities permitted are Library or Friends of the Library sponsored sales or activities.