

Display Case and Bulletin Board Policy

It is part of the library's function to provide access to intellectual, educational, informational and cultural resources of the community. Exhibits and displays which serve that purpose from individuals, groups, non-profit organizations, educational institutions, public utilities and governmental agencies are permitted subject to the following guidelines and space availability.

I. Display Case

The Salem facility has an enclosed display case in the entryway.

- A. All requests for use of space should be referred to the Public Services Manager.
- B. The exhibitor is responsible for the installation, arrangement, care, supervision, dismantling and removal of exhibits and displays.
- C. Exhibitors may not display items for sale, lease, or rent. Commercial organizations and businesses are excluded from using Library display space. Only non-profit art, cultural and educational organizations may use Library display space.
- D. Hours exhibits and displays are open to the public must coincide with regular business hours that the library is open.
- E. The Library needs and activities take precedence; otherwise, the display case is available for public use.
- F. The Library is not responsible for risk of loss or damage to exhibits and displays.
- G. The library does not charge for use of exhibit space.
- H. The Library Director or designee shall approve or disapprove all exhibits.
- I. The library reserves the right to reschedule or cancel a display in accordance with the needs of the library.

II. Bulletin Board

Library bulletin boards primarily inform the community about library services and resources. Since the Library also communicates information of community-wide interest, notices from non-profit organizations, educational institutions, public utilities and governmental agencies may be posted subject to the following guidelines and space availability.

- A. Postings for distribution should be referred to the Public Services Manager.
- B. The amount of available posting space varies among library buildings. Not all library locations will be able to post all notices submitted. Library staff will place all authorized postings on library bulletin boards. Space limitations may necessitate

removal or rearrangement of postings by Library staff. Generally, items will be removed after an event or after two weeks on the board. First priority for posting is library information. Second priority for posting is government information. Third priority is for community events, meetings and educational opportunities. Other items will be posted as space allows.

- C. Postings may not be placed in Library windows or on doors. Only staff will put up the postings.
- D. The Library will not be responsible for missing or damaged posters, nor will the Library be responsible for returning items to individuals after posting.
- E. The following items may not be posted at Community Library locations:
 - a. Postings of political party platforms, endorsements of candidates, or notices advocating the election of any candidate or referendum position.
 - b. Postings advocating a position on a public issue except for notices of meetings of governmental or public utility bodies or sub units.
 - c. Notices or advertisements to recruit membership in any organization.
 - d. Commercial postings.
 - e. Legal notices for nongovernmental agencies, except for public utilities.
 - f. Personal notices, i.e., lost pets, rummage sales, personal benefit events, etc.

III. Give Away Materials

The Library accepts materials for public distribution having a public information purpose from non-profit organizations, educational institutions, public utilities and governmental agencies. Space for these materials is limited and varies among the library buildings. Not all items submitted may be able to be distributed due to space considerations and appropriateness of the material. The Library Director is responsible for developing rules and procedures for deposits and retention.