

## **Bulletin Boards, Exhibits, and Displays Policy**

**Policy approved June 26, 1995; Revised & Approved by Library Board of Control July 10, 2017**

### Bulletin Boards

One of the roles of the Lafayette Public Library is to serve as a source of information for community programs, events, and services. The use by individuals or organizations of the Library's facilities for bulletin board display is a privilege. Not all library buildings can accommodate bulletin board postings. To make the most efficient use of the space that is available, the following guidelines will assure that announcements submitted for posting will be given fair consideration and ample time.

1. Announcements of library-related programs and workshops and signs featuring library materials, programs, and services have first priority for library bulletin boards.
2. All decisions on bulletin board postings will be made by a library branch manager or the Community Services Coordinator. No announcements from outside the library may be posted on bulletin boards or anywhere on library walls, glass, or doors without prior approval. Any announcements or posters hung in the library without permission will be taken down and discarded.
3. Library bulletin boards may be used for posting the following types of materials:
  - Notices of forthcoming or continuing educational, social, cultural, or recreational events or services which are sponsored by nonprofit organizations.
  - Fliers, brochures, announcements, or schedules distributed or sponsored by a nonprofit organization, group, or agency, or by any federal, state, or local government agency pertaining to services provided by government to citizens.
  - Educational, social, or cultural services directories facilitating contact between citizens and organizations.
  - Community switchboard-type information, such as hotlines.
  - Any Lafayette Consolidated Government or Lafayette Public Library job announcement.
4. Bulletin boards are to be used for posting single copies of an item. The Library will provide limited display space for multiple copies of announcements and brochures from nonprofit organizations.
5. It is not the purpose of the library bulletin board to advertise commercial endeavors unless they are specifically related to library events. Due to limited board space, ads for sales of personal items, rental announcements, or advertisements for services for profit-making ventures will

have lowest priority, except as it is deemed a need for patrons. (For example, postings related to tutoring services may be allowed at the discretion of the Library.)

6. 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.
7. Space for religious proselytizing or religious announcements and personal notices or communications will not be provided.
8. Acceptance or rejection of material for display does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library reserves the right to refuse to post materials and the right to remove announcements which have been posted for a reasonable length of time. The Library will determine the length of time announcements and postings will be displayed based on space available. Material left for library consideration for posting cannot be held or returned.
9. The Library assumes no responsibility for the preservation, protection, possible damage, theft, or return of any item displayed on a bulletin board.

### Exhibits and Displays

Exhibits and displays are valuable in making patrons aware of the vast resources of the library and the community. Exhibit and display spaces are available to individuals and community nonprofit groups on equal terms regardless of opinion or affiliation. The Library does not sponsor nor endorse the views of any individual or group using the exhibit and display spaces.

This policy is for the use of the library by external groups and individuals and does not apply to use by library staff, the Library Foundation, or the Friends of the Library. It applies to all spaces used by the public for display or exhibit, including a library meeting room or other areas of the library.

The following guidelines will assume the quality, variety, objectivity, and safety of any displays and exhibits held at the Lafayette Public Library.

1. Application for any exhibit or display must be submitted to the branch manager and approved at least one week (but not more than 6 months) in advance of the desired date. The application form must be signed and returned before approval will be considered.
2. Exhibits and displays placed or sponsored by the Library itself will have priority.
3. The Library will determine the length of time an exhibit or display remains in place.

4. The individual or group placing the exhibit or display assumes responsibility for the arranging and removing of all exhibit items. Each sponsoring individual or group is asked to provide an 8 ½" x 11" poster identifying the exhibitor.
5. The Library does not assume responsibility or protection of any item displayed or exhibited. All exhibits and displays are placed at the owner's risk. The Library will take reasonable care that deposited items are not broken or vandalized by the viewing public. However, the Lafayette Public Library does not assume liability for any loss, theft, or damage to these items, provided that reasonable care is exercised. Exhibitors are encouraged to make their own arrangements for insurance protection if they feel this is needed for the items that they display.
6. Exhibits and displays must be appropriate for all ages and in keeping with the Library's mission statement, which follows.

The mission of Lafayette Public Library is to enhance the quality of life of our community by providing free and equal access to high-quality, cost-effective library services that meet the needs and expectations of our diverse community for information, life-long learning, recreation, and cultural enrichment.

Final approval of the exhibit or display rests with the branch manager who retains the right of refusal and is not obligated to accept every exhibit offered for display.

7. Suitable types of exhibits include hobby collections, artifacts, handicrafts, photographs, art objects, and other items of general interest. These materials must fit into either the display case, on the display rails, or in the space allotted by the library for the exhibit or display. Exhibit materials that advocate any specific political, philosophical, or religious viewpoint are not allowed.
8. Any exhibit or display placed in a library must be non-commercial and may not contain any reference to sales, donations, or solicitation of products or services. Exceptions to this are prices posted for art work displayed in the library by members of the Lafayette Art Association. All other exhibitors are allowed to post only the value of items on display. Direct sale of works on exhibit is not permitted on library property. 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 a proposition, whether political or otherwise, will not be posted. Also, materials that advocate the beliefs, views, or doctrines of any denomination, sect, or group over that of another will not be displayed.
9. While the Library makes every effort to honor scheduling commitments, it reserves the right to postpone, reschedule, or curtail the exhibit or display at any time. Furthermore, an exhibit or display may be cancelled at any stage if the exhibitors have not met the agreed upon conditions and deadlines.
10. Anyone with a complaint or comment about a display or exhibit may request a comment form from any public service desk.