

Displays, Exhibits, and Public Posting Policy

To as much a degree as is possible, the library display and posting areas serve as a community information center; notifying the public of special local programs, events, and activities that cater to educational, cultural, recreational, occupational, and informational needs. It does not to serve as a political or religious forum, a lost and found listing, a business or sales contact, a jobs directory, or an exchange point for personal notes. Every attempt will be made to accommodate all eligible requests for display space; however, as the library has only limited display area, some discretion may have to be utilized.

This policy is not to be implemented in the spirit of either discrimination or favoritism; however, the library director reserves the right to scrutinize requests in the interests of the Library Board of Trustees and the community of Dyersville.

Community Information:

The enclosed bulletin board in the entry way of the library is designated for community information. The library also allows pamphlets and similar documents of public interest to be disseminated in the racks within the library. The following types of information may be shared:

- Announcements of forthcoming or continuing educational, social, cultural, or entertainment activities.
- 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 (i.e., Contact information for hotlines, Food Pantry, etc.).
- Any appropriate James Kennedy Public Library, City of Dyersville, Dubuque or Delaware County publications or posters, including employment information.

Material to be posted should not exceed 11” x 17” in size. When the bulletin board becomes crowded, preference will be given to items that do not exceed 8 1/2” x 11”. No box, receptacle, or canister may be part of any posting.

The Library accepts a maximum of 25 copies of informational leaflets for distribution to the public in the literature display racks. The maximum size for leaflets is 8 ½” x 11”. The library assumes no responsibility for informing community groups when the supply of materials has been exhausted.

The following items will not be posted in the locked directory:

- Business advertisements

- Personal notices, such as lost and found notices
- Products sold for profit
- Garage or other sale signs
- Services such as babysitting for which fees are charged
- Signs soliciting donations
- Campaign literature
- Signs larger than 11” x 17”
- Legal notices
- Private instructional courses

There is a small public notice area adjacent to the directory that may be used for these types of information as space allows.

Printed literature posted must not violate legal and respectable boundaries.

Exhibits:

Exhibits in the library are seen by anyone who walks into the library, both children and adults, who may have various degrees of sophistication. The materials of the exhibits must, therefore, meet what is generally known as “a standard acceptable to the community”.

Criteria:

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 not a right but a privilege which is subject to review by the Board of Trustees. The library director may grant the privilege of placing posters, signs, exhibits and displays in the library, subject to the following conditions:

1. No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the library without the permission of the library director or authorized staff.
2. No outside organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative vote for or against any proposition, whether political or otherwise.
3. No organization or individual shall be permitted to place in the library any box, receptacle, or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise, unless the library benefits directly from such sales.
4. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner’s risk.
5. Nothing may be posted or removed from exhibits or displays except by the library director or authorized staff.
6. The library shall reserve final judgment on the content and arrangement of all exhibits. Every item must meet the library’s standards of value and

quality and the library reserves the right to reject any part of an exhibit or to change the manner of display.

7. Persons are strictly forbidden to distribute advertising literature in the library building, to circulate or post petitions, or to solicit funds for any purpose, other than those from which the library will directly benefit. The Library will not act as a distribution center for free materials which deal with controversial issues written from one point of view only.
8. Posting of notices and distribution of materials does not imply endorsement by the library.
9. In all instances, the library reserves the right to refuse any announcement it considers too commercial, in bad taste, or of doubtful value.

Procedures for Posting and Placing Material for Distribution

1. Persons wanting a sign posted or material placed in the library should bring it to the Circulation Desk and leave it for approval.
2. All approved signs will be initialed and dated by the appropriate library staff member and will be posted as soon as possible. Immediate posting is not always possible. Items usually are not posted more than two or three weeks before an event.
3. Materials posted or left for free distribution without approval from the Library may be discarded.
4. Items that become dated will be removed from the bulletin boards. For example, posters announcing meetings will be removed after the meeting. Other items will be removed after thirty days, unless space is available and the item is considered to be of general interest.
5. Items directly concerned with the library will be displayed as long as appropriate.
6. Nondated public service announcements from government agencies or non-profit agencies may be posted if space permits.
7. The Library reserves the right to provide space on a long-term basis for announcements which give specific help to visitors or residents on a continuing basis, such crisis services, etc.

Adopted 8/1988, revised 1/2008,
revised 5/2014