

## HILLSIDE PUBLIC LIBRARY

### POLICY AND GUIDELINES REGARDING USE BY THE PUBLIC OF LIBRARY DISPLAY & EXHIBIT SPACE

#### ***LIBRARY DISPLAY SPACE***

##### I. PURPOSE

The Library welcomes local community groups, artists, and the public to exhibit their work in the Library. The Library provides space for exhibits and displays that support the mission of the Library, by providing the public with opportunities for information, education, and culture. The Library seeks to exhibit works that represent the diversity of our community, a wide range of artistic styles, and a broad spectrum of viewpoints. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Library does not endorse any specific beliefs or viewpoints, which may be the subject of the displays or exhibits. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Normally, these items will remain in place for not longer than four weeks, with set up and removal being the responsibility of the exhibitor. Notices will be removed by library staff according to timeliness and expiration dates. The library can assume no liability for damage or loss relating to any exhibit or display set up for public viewing in the library and also can take no extraordinary measures to insure its safety.

##### II. DISPLAYS AND EXHIBITS

A. Exhibit and display spaces may be used by the following, in order of priority:

1. Hillside Public Library and library related groups
2. Official agencies and boards of the Village of Hillside
3. Individual artists, art cooperatives, school art classes, or collectors who display non-commercial exhibits
4. Educational, cultural, or civic groups
5. Non-profit organizations
6. Individual artists, art cooperatives, school art classes, or collectors who display commercial exhibits, with prior approval and off-site sales

B. Individuals and groups who use the Library's exhibit and display spaces are expected to comply with the following requirements:

1. All artwork and artifacts must meet acceptable community standards, per review by the library director or a Department Manager.
2. Material and equipment which, in the opinion of the Library Director, are potentially dangerous to Library users, staff, or property may not be brought into any area of the Library.
3. All reservations are on a first-come, first-served basis. Space may be reserved for one calendar month. Reservations will be accepted up to 12 months in advance.

4. Applications must be made in writing by completing the Library Display Case Reservation request form.
5. Exhibitors may display a sign indicating name and contact information.
7. Exhibitors are responsible for the set up and removal of art and artifacts in a timely manner. The Library reserves the right to remove an exhibit or items from an exhibit.
8. The Library assumes no responsibility for the preservation, protection, possible damage, or theft of any item exhibited.

### III. BULLETIN BOARD

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly. Individuals may not post notices or leave handouts in the Library.

Distribution of advertising material or political material to patrons or solicitation of money from patrons in the library for non-library activities is not permitted. The purpose of the public bulletin board and the information rack at the Hillside Public Library is to make available information regarding cultural, recreational, educational, and human services programs and events in the community, which are available/open to the public at large. Distribution or posting information does not imply endorsement by the Library of the ideas, issues, or events promoted by those materials.

#### A. Procedures for Posting and Placing Material for Distribution

1. Persons wanting a sign posted or material placed in the information rack should bring it to the Circulation Desk and leave it for approval.
2. All approved signs will be posted by a Library staff member. Immediate posting is not always possible. Items usually are not posted more than two weeks before an event.
3. Materials posted or left for free distribution without approval from the Library will be discarded.
4. Items that become dated will be removed from the bulletin boards. Other items will be removed after 30 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. Non-dated public service announcements from government agencies or non-profit agencies may be posted if space permits.
6. The Library reserves the right to provide space on a long-term basis for announcements that give specific help to visitors or residents on a continuing basis, such as crisis services.

#### B. Appearance of Materials

1. 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.
2. No box, receptacle, or canister may be part of any posting.

3. The Library accepts a maximum of 25 copies of informational leaflets for distribution to the public in the literature display rack.
4. 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.

C. Unacceptable Materials-The following items will not be posted or distributed:

1. Business advertisements
2. Personal notices, such as lost and found notices
3. Products sold for profit
4. Garage or other sale signs
5. Services, such as babysitting, for which fees are charged
6. Signs soliciting donations
7. Campaign literature
8. Signs larger than 11 x 17
9. Legal notices
10. Private instructional courses
11. Materials urging support of or opposition to candidates for office in a particular election or to issues on the ballot are prohibited.
12. Materials that a reasonable person would believe to be an endorsement of a religion or religious belief by the, Library are also prohibited.
13. No material which is obscene, defamatory, invades a particular person's privacy, or directly incites violence may be posted or displayed.
14. No candidacy or issue petitions, campaign literature, position papers, solicitations or surveys may be circulated or posted in the Library or in the immediate area surrounding the entrance or exits of the building. This activity outside the building must not disrupt library operations or impede people from entering or exiting the building.

Display cases, bulletin boards, and areas where handouts may be placed are also needed to publicize Library programs, activities, services, and materials, and to post required legal notices. Priority shall be given to these needs.

#### IV. Review Process

Patrons may appeal in writing any decision of the Library under this Public Posting Policy to the Director of the Library within 10 days.

Approved: January 15, 2018

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES**

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**Vote**

Ayes

Nayes

Absent

Abstentions

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President, Hillside Public Library Board of Trustees

ATTEST

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Secretary, Hillside Public Library Board of Trustees