

Policy and Guidelines Regarding Use by the Public of Library Display and Exhibit Space

Hillside Public Library

Purpose

The Hillside Public Library is a space for free expression. We welcome local community groups, artists, and the public to exhibit their work and provide the public with opportunities for information, education, and culture. We encourage a wide range of artistic styles and a broad spectrum of viewpoints. The library does not endorse any specific beliefs or viewpoints which may be the subject of displays or exhibits. Under this policy, the Library Director or their designee shall accept or reject material offered for display based on its suitability and space availability.

The library assumes no responsibility for the preservation or protection and no liability for possible damage, loss, or theft of any item displayed or exhibited for public viewing. All items placed in the library are there at the exhibitor's risk. Normally, these items will remain in place for four weeks, with prompt setup and removal being the exhibitor's responsibility.

Notices and other communications in the library are posted equitably regardless of the beliefs or affiliations of the sponsoring individuals or groups or the content of the notice. Library staff will remove these postings after four weeks or when the deadline or relevant date is noted, whichever comes first.

Priority

Exhibit and display cases 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. Individual artists, art cooperatives, school art classes, or collectors who display commercial exhibits with prior approval and offsite sales

Requirements

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

- The Library Director or their designee must review all artwork and other display materials.
- Obscene, sexual, or pornographic materials; materials that discriminate based on a protected class; encourage illegal activity; violate copyright, trademark, or other intellectual property protections; or constitute actual threats of violence against a person or group will not be permitted.
- Material and equipment potentially dangerous to library users, staff, or property may not be brought into any library area.
- All reservations are on a first-come, first-served basis. Space may be reserved for four weeks. Reservations will be accepted up to 12 months in advance.
- Applications must be made in writing by completing the Library Display Case Reservation Request Form.
- Exhibitors may display a sign indicating their name and contact information.
- Exhibitors are responsible for promptly setting up and removing art and exhibits. The library reserves the right to remove an exhibit or items from an exhibit at any time for any reason.
- The library assumes no responsibility for the preservation, protection, damage, or theft of any item exhibited.

Bulletin Board and Information Rack

Nonprofit organizations may submit bulletin board materials for posting for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The Library Director or their designee must approve all postings and may prohibit postings that do not meet library standards. Library staff will place and remove postings promptly. Individuals may not post notices or leave handouts in the library without the approval of the Library Director or designee.

The distribution of advertising or political material to patrons or soliciting money from library patrons for non-library activities is prohibited. 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 that are open to the public. Distribution or posting information does not imply endorsement by the library of the ideas, issues, or events promoted by those materials.

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. A library staff member will post all approved signs. Immediate posting is not always possible. Due to limited space, items are not posted more than two weeks before an event.
3. Materials posted or left for distribution without approval from the library will be discarded.

4. Items that become dated (such as those for events that have already occurred) will be removed from the bulletin boards. Other items will be removed after 30 days unless space is available and the item is considered current and of general interest.
5. Items created by or related to library services and events will be displayed as long as appropriate. If space permits, government or nonprofit agencies may post updated public service announcements.
6. The library reserves the right to provide long-term space for announcements that offer specific or continuous help to visitors or residents, such as crisis services.

Appearance of materials

- The material to be posted should be no larger than 11" x 17". When the bulletin board becomes crowded, preference will be given to items no larger than 8 ½" x 11".
- No box, receptacle, or canister may be part of any posting.
- The library accepts a maximum of 25 copies of information leaflets for distribution to the public in the literature display rack.
- Leaflets can be a maximum size of 8 ½" x 11". The library assumes no responsibility for informing community groups or individuals when the materials supply has been exhausted.

Unacceptable materials

- Business advertisements unrelated to library services.
- 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.
- Private legal notices.
- Private instructional courses.
- Materials urging support or opposition to candidates for office in a particular election or to issues on the ballot.
- Materials that are obscene, sexual, or pornographic; discriminatory based on a protected class; encourage illegal activity; violate copyright, trademark, or other intellectual property protections; or constitute actual threats of violence against a person or group.

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

Other Displays & Expression on Library Property

Individuals and groups are not permitted to post materials inside the library or anywhere on the property except the designated display and exhibit areas and bulletin boards. The posting of signs on library property is governed by this policy and the Village of Hillside Sign Code, which prescribes penalties for violations.

No candidacy or issue petitions, campaign literature, position papers, solicitations, or surveys may be circulated or posted in the library or the immediate area surrounding the entrance or exits of the building. Any expressive activity on sidewalks surrounding the library must not disrupt operations or impede people from entering or exiting the building.

Review process

Patrons may appeal in writing to the library director any decision made under this policy within ten working days.

Approval

Approved by the Hillside Public Library Board of Trustees
June 26, 2024