

LOUTIT DISTRICT LIBRARY
DISPLAY SPACES AND BULLETIN BOARDS POLICY

The Loutit District Library provides space for exhibits, displays, and postings of a civic, charitable, educational, cultural, governmental, or recreational nature. Display spaces and bulletin boards may also be used for library purposes such as to display materials from the library's collection, or to publicize library services, collections, or activities. Thus, this policy does not apply to the library's use or co-sponsored use and the library's use and co-sponsored use has first priority. When not used for library sponsored or co-sponsored events, space designated by the library for public use may be used for exhibits, displays and postings pursuant to this Policy.

I. General Requirements

- A. The Display Spaces are limited to the following ("Display Spaces"):
 - 1. Display cabinets located at the Columbus Avenue Entrance.
 - 2. Artwork Hallway located outside Public Computing.
 - 3. Other areas as designated by Library Director or his/her designee.
- B. Bulletin Board space is also limited to the following areas ("Bulletin Boards"):
 - 1. Bulletin board located in Public Copy Room.
 - 2. Bulletin board located in Public Computing.
 - 3. Bulletin board located in Refreshment Lounge on the Lower Level.
 - 4. Other areas as designated by Library Director or his/her designee.
- C. Display spaces and bulletin boards shall be used for displays or postings of an educational, cultural, intellectual, charitable, or recreational nature. Commercial displays, postings, or exhibits, including the display or posting of any items for sale, is prohibited.
- D. All pre-approved display spaces and bulletin boards within the library are open to adults and children of all ages and sensibilities.
- E. Display spaces and bulletin boards are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- F. The library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits, displays or postings.

II. Display Spaces

- A. *Application for display spaces.*
 - 1. A person or organization ("Exhibitor") that desires to use the display spaces must submit an application to the Library Director.
 - 2. The library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display spaces. Applications for displays will be reviewed in light of the library's educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration.
 - 3. The Library Director or his/her designee shall make the determination regarding the use of display spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance.
 - 4. The library reserves the right to remove any item from a display space on the above grounds or if the exhibition is a possible safety hazard, is too large for

the display space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent library areas or has been displayed without authorization.

B. *Display Guidelines.*

1. Display spaces must be reserved in advance.
2. All materials are displayed at the Exhibitor's own risk. The library is not responsible for any damage, defacement or removal of the Exhibitor's material. Exhibitors shall understand that the display spaces are not locked or secure. The Exhibitor shall sign a release of liability. The Exhibitor shall be responsible for any insurance coverage of the materials in the display space.
3. A notice is to be posted with each exhibit or display stating that: "The material within the exhibit is the presentation of [the Exhibitor]. The Loutit District Library does not advocate or endorse the viewpoints of exhibits and Exhibitors."
4. The Exhibitor may be identified by name within the exhibit or display. The Exhibitor may also include contact information.
5. The Exhibitor is responsible for installing and labeling the exhibit or display on the agreed upon date.
6. All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the library. Once the exhibit or display is installed, changes may be made only with library approval. Library staff will not assist with the set-up, installation or removal.
7. The Exhibitor shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee.
8. The library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.
9. Exhibitors may not charge an admission fee or request donations. The Exhibitor's may not affix any prices or sell any items at the library.
10. Damages to the premises, equipment or furnishings as a result of the Exhibitor's use will be charged to the Exhibitor.
11. Wall artwork must be suitably framed and ready for hanging. No artwork is to be attached directly to the wall.

III. Bulletin Board Spaces

- A. All notices for the bulletin boards are to be given to the Library Director or his/her designee for approval and posting pursuant to this policy.
- B. Time sensitive material shall be removed promptly following the announced event or final date listed on the document.
- C. Materials posted are limited to postings that are educational, cultural, intellectual, charitable or recreational nature. Commercial notices or personal notices, including anything for sale, will not be posted.
- D. Posting of materials does not necessarily indicate the library's endorsement of the issue or events promoted by these materials.

- E. Any postings that violate Michigan law or would cause the library to violate Michigan law are not permitted.
- F. The library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the bulletin board.

IV. Right of Appeal

Any person or organization aggrieved by the Director or designee's decision regarding the use of the bulletin boards or display spaces may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.

Display Policy originally adopted: January 4, 2012
Exhibit Policy originally adopted: January 11, 2011
Current Policy adopted: April 3, 2018