



POLICY: Displays in the Library

Purpose

Ilseley Public Library is a community hub for communication and the exchange of ideas, including displays. This policy lists the types of materials that may be displayed in the library and lists the guidelines and limitations for display.

Statement of Policy

Community groups and individuals are allowed to display signs, announcements, informational posters, art, and non-religious decorations, provided they observe the procedures and restrictions below. Such displays do not indicate that Ilseley library endorses the content of the display. Ilseley library will make its display areas available to any community group or individual on an equitable basis, regardless of origin, age, background or view. If a display is rejected by the library staff, the group or individual may appeal the rejection to the board of Trustees. The Trustees' decision shall be final.

Implementation

Signs and Announcements

- Permission is not needed to post a sign or announcement. Use of bulletin board space is on a first come, first served basis.
- Signs and announcements may be displayed for up to two weeks on the bulletin boards or other spaces designated for display of such articles.
- Signs and announcements may be no larger than 8.5 by 11 inches and shall have the date of posting written in the lower right corner of the sign. Signs and announcements may not be posted for commercial or personal purposes, such as real estate, personal ads, garage sales, and items for sale.

Informational Posters and Displays

- Permission from the Director is required for displaying an informational poster. Interested parties should complete the "Exhibit and Display Release Form," available at the circulation desk.
- Informational posters and accompanying materials may be displayed for up to two weeks on the east wall of the lobby or on the easel in the lobby.



- Informational posters may not be for commercial purposes or have commercial gain as their primary objective. The posters and any accompanying materials cannot advocate for or against any individual running for elected office or any particular local, state, or national ballot item.

Art

- Permission from the director is required for exhibiting art. Interested parties should complete the "Exhibit and Display Release Form," available at the circulation desk.
- Art may be exhibited in the library for a minimum of four weeks and a maximum of six weeks. Exhibits may be installed in the library lobby, the children's library, or in the Jessica Swift Community Meeting Room. Art may be displayed for sale. Art must fit within the designated space and/or be able to be supported by the library's exhibiting hardware. It is the responsibility of the exhibitor to set up and remove such exhibits.
- Ilsley is not responsible for any loss or damage a work of art might incur during its exhibition.

Decorations

- The library permits display of non-religious decorations for up to six weeks, subject to the approval of the director.
- It is the responsibility of the donor to set up and remove the decorations.

Sources

"User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/exhibitsdisplaysbulletinboards> (Accessed August 30, 2020) Document ID: 242e7e1c-9554-9ee4-dd1e-7f5bf9e597d5

Adopted by the Ilsley Public Library Board of Trustees on November 14, 2000

Amended on December 10, 2018; February 8, 2021.