

POLICY: Public Posting, Displays, and Exhibits

AUTHORIZED BY: Board of Trustees

APPROVED DATE: March 12, 2018

DATE OF LAST REVIEW: 11/10/2025

A. Purpose

The George Culver Community Library provides limited, designated space for community flyers, notices, posters, and displays. As an expression of its mission to support open access to diverse materials and resources, the George Culver Community Library provides public spaces for display, including information exhibits, displays, bulletin boards, and pamphlet racks. This service is extended in the spirit of community and to provide access to a wide variety of cultural, educational, and informational sources.

B. Posting and Distribution

Materials for posting or distribution are limited to those promoting cultural, educational, intellectual, non-commercial, or charitable activities. Because space is limited, materials will be posted or placed for free distribution for 30 days or until the last day of the event.

The following items may not be posted:

- i. Campaign literature
- ii. For profit endeavors
- iii. Personal notices
- iv. Petitions
- v. Religious tracts
- vi. Solicitations of monetary donations

All materials must be submitted to library staff for posting. Materials that have not been submitted before posting may be removed. Posting or displaying of materials does not indicate Library endorsement of the viewpoints, ideas, or events promoted by these materials.

C. Displays & Exhibits

This policy reflects the Library Board of Trustees' belief that the library serves an important cultural role in the community and can showcase the works of artists and craftspeople in the area. The Library has a display cabinet, titled the "Local Art at the Library," available for the purpose of encouraging exhibits and displays of paintings, photographs, and other artwork as space permits.

Policy & Guidelines:

- i. Requests to schedule a display in the art cabinet may be made through the library. Reservations will be approved on a first come, first served basis, however preference will be given to new displays or exhibits.
- ii. Displays are generally booked for the duration of one month.

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- iii. No organization or individual shall be permitted to sell or advertise for sale any pieces of art in the Library, nor to place in the Library any receptacle for the purpose of soliciting donations. This restriction does not apply to the Friends of the George Culver Community Library.
- iv. Exhibitors may display and make available contact information such as business cards and small signs with artist contact information.
- v. Additional information, such as a short biographical piece, a description of the exhibit, and information about the artist's creative process, inspiration, and medium may be requested for use in exhibit promotion.
- vi. It is the responsibility of the exhibitor to set up and remove the exhibits at the scheduled times. The exhibitor will plan the layout of the exhibit and discuss any special display needs with the Director or designee in advance. Library staff will aid in the adjustment of glass shelves in the display cases.
- vii. The Library Director reserves the right to accept or reject any material offered for display or exhibit. The exhibitor may appeal to the Library Board by filing an appeal in writing within ten days of refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

Responsibility for Exhibit and Display Items:

- i. George Culver Community Library assumes no responsibility for damage or theft of any item displayed or exhibited. All items placed in the Library for exhibit are so placed at the owner's risk.
- ii. All exhibitors must sign a *Display and Exhibit Agreement*, which includes release from liability, before any artifact may be placed in the library.

D. Reconsideration of Exhibits

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use ... Materials should not be proscribed or removed because of partisan or doctrinal disapproval." The uses made of library display and exhibit space shall conform to the Library Bill of Rights.

Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the *Request for Reconsideration of Material Form*, available at the Library upon request. A formal process for handling challenges, as outlined in the Library's *Collection Development Policy*, will be followed to assure that challenges are handled in an attentive and consistent manner.

This policy supersedes and combines Public Notice Bulletin Board, Display Case Materials and Materials Posted in the Lobby policies.