

# BULLETIN BOARD/DISPLAY POLICY

## Bulletin Board and Community Kiosk

Community notices of a cultural, recreational, educational or community service nature will be posted on the Independence Public Library bulletin board **and community kiosk slide show**. They are subject to the following priorities:

1. ~~Library programs~~
  2. ~~Programs co-sponsored by the Library~~
  3. Programs **or news** of a cultural, recreational, educational or community service nature sponsored by non-profit organizations.
  4. Programs **or news** of a cultural, recreational, educational or community service nature sponsored by for-profit organizations.
- The appearance and content of the notice/**slide** must be suitable for the Library's general public service area.
  - The library will not display advertisements for commercial products or establishments. For example, product advertisements, childcare information, tutoring information, **job notices**, items for sale, and garage sale notices would not be permitted. Exceptions are items for sale for the purpose of a library fundraiser, ~~or~~ a Friends of the Library fundraiser, **or exceptions by the library director (for example, the director may permit special cases like a notice for census jobs)**.
  - The only political announcements that will be accepted are notice of programs or events. Items that support or oppose candidates will not be posted.
  - Limited space **and the need for a dynamic display** allows only short-term notices. Each poster or item will be dated by a staff member, **and each slide will be placed on the community kiosk for the duration of one month**. Four weeks is the maximum length of time any item outside of library information can be posted. Items will not be returned to the owner unless special arrangements are made when the item is brought to the library.
  - Announcements, flyers, **and kiosk slides** must be posted by library staff. No materials will be placed on library windows or doors.
  - The library may distribute multiple copies of on-going publications, informational brochures, pamphlets, etc. of a cultural, recreational or educational nature. **Copies of community information from the kiosk binders can be copied for patrons at the copy amount listed in the Fines and Fees Policy.**
  - Items that fall within the guidelines of this policy will be made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

## **BULLETIN BOARD/DISPLAY POLICY**

- Posting of a notice does not imply endorsement by library staff or Board of Trustees.
- **Additional guidelines will be readily provided to non-profit organizations interested in submitting community kiosk slides.**

### **Signs**

The digital sign (located at the exterior sign near First Street) and the monitor (located by the circulation desk) are to be used for library hours and information pertinent to the library or Friends of the Library. Exceptions must be approved by the Library Director.

Signs placed on the library grounds must be approved by the library director. Only non-profit, community-based signs will be considered.

### **Display Case**

The Library, as part of its vision statement “engaging people community-wide”, offers the use of the display case in the lobby on the south side of the Community Room doors on a first come, first serve basis to non-profit organizations, community groups, individual or government agencies who wish to promote events or display items.

### **Subject/Content**

- Preference is given to organizations or individuals who are representing educational, cultural, recreational or community service activities. The Library retains priority rights to use the display case for library purposes.
- The appearance and content of the display must be suitable for the Library’s general public service area.
- The library will not display advertisements for commercial products or establishments. For example, product advertisements, child care information, tutoring information, items for sale, and garage sale notices would not be permitted. Exceptions are items for sale for the purpose of a library fundraiser or a Friends of the Library fundraiser.
- The only political announcements that will be accepted are displays of programs or events. Items that support or oppose candidates will not be accepted.
- Placement of materials in a display area does not imply endorsement by library staff or Board of Trustees.
- All displays are subject to approval by the Library Director or Assistant Director.

### **How to Apply and Fees**

Persons wishing to use the display case must submit a signed, written application form.

Written applications must be presented at least one month prior to the requested date of use, and no more than six months prior to the requested date of use.

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Requests are not taken over the phone and are not considered to be official until the written application has been turned in and the Library Director or Assistant Director informs the contact person the request has been approved.

There is no fee to use the display case.

### **Display Period**

There is a limit of one non-library display each month. There will be times requests will not be accommodated due to library programming. Displays can be left up for 7-14 days, depending on the schedules of the library and the organization with the display. Extensions may be granted on a case by case basis and must be agreed upon prior to the display being installed.

### **Installation and Liability**

The group or individual is responsible for setting up the display and for removing the display.

The organization or individual assumes all responsibility for the items on display. The case is locked; however, the Library's insurance does not cover displayed items.

All items used for display purposes must be inside the locked display case, nothing can be placed in front of the display case. Handouts may be placed in the Library's information area.

A sign will be included in the display identifying the organization or individual responsible for the display. The sign will be made by the library. Contact information should be included in the display or given to Library staff for persons who inquire about any of the information in the display.

### **Display Set Up Times**

The preferred time for set up of the display case during the week is prior to library hours. On weekends, it is preferable to set up/tear down during library hours. Times must be pre-arranged with library staff.

### **Supplies**

Bring your own supplies for hanging items. Use poster putty or frosted scotch tape to hang items on display case walls. Push pins, thumbtacks, heavy-duty tape or staples are not to be used in hanging items up.

Fishing line or string may be used to hang items from hooks and wooden rods in the display case; the weight of an item should be considered before hanging the item up.

Supplies that may be borrowed from the library are various colored fabrics not needed by the library at that time, boxes to place under the fabric for height, and a step stool or ladder.

### **Dimensions of Display Case**

The display case is angled and has a variety of depths. The widest depth is 32¼" and angles to the narrowest depth of 9⅞".

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The width of the display case is 97 $\frac{5}{8}$ ".

The height of the display case area is 70".

### Independence Public Library Display Case Application Form

Please read the policy before filling out the application form. You are agreeing to the policy when you sign the form.

**Before planning to use the Display Case, you must receive a confirmation of this request from the Library Director or Assistant Director. Filling out this form does not indicate approval of the request.**

Date of Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Title/Purpose of Display \_\_\_\_\_

Name of Responsible Individual \_\_\_\_\_

Contact Information E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

Requested Display Installation Date \_\_\_\_\_

Time \_\_\_\_\_

Requested Display Removal Date \_\_\_\_\_  
(display time 7-14 days)

Time \_\_\_\_\_

**I have read the Display Policy and agree to comply with it. I understand that the Independence Public Library/City of Independence/library representatives and its insurers shall not be responsible or liable for loss or damage to the items placed on display. I acknowledge that I or my group are responsible for loss, damage or destruction of the items placed on display and the collection and removal of the items placed on display upon expiration of the display period.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For use by Library Personnel only:**

## BULLETIN BOARD/DISPLAY POLICY

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Reason \_\_\_\_\_

Notification Date \_\_\_\_\_ Staff Member's Initials \_\_\_\_\_

Notes \_\_\_\_\_

DRAFT