

Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines

Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines

In Correlation with the Collection Development Policy and the acquisition of resources, the Lake Park Public Library (the Library) endeavors to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits in order to appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits may include books, media, and other resources to create points of interest on a variety of topics.

Library staff will be mindful of age-appropriate locations in the Library, and mindful that the manner in which displays and exhibits are presented is in keeping with the standards and best practices of public libraries nationally, statewide, and regionally.

Staff will make every effort to ensure that displays cover a diverse range of topics and are inclusive of the whole community. The content of bulletin boards, displays, exhibits, and material displays, does not indicate Library endorsement of the ideas, issues, or events promoted.

Selection of Displays

Library displays are planned, organized, and implemented by Library staff and approved by the Library Director. The Library uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interests
- Connection to other community, state, or national programs, exhibitions, or events
- Historical or educational significance
- Relation to Library collections, resources, exhibits, programs, and events

In addition, the Library draws upon other community resources in developing displays and may partner with other governmental entities, community agencies, and educational institutions, to develop and present materials and book displays.

Selection of Exhibits

The Library designates space for exhibits beyond that of books and materials displays to provide exposure to the work of artists, special collections, or items of general interest to the public.

Library staff members coordinate all exhibits and may draw upon a variety of resources including, but not limited to, governmental entities, community agencies, and educational institutions.

Applications to exhibit must be reviewed by supervisory staff. The exhibits of private collections, individual artwork and crafts, or other materials are approved or denied at the Library's discretion considering all of the criteria listed above for the selection of displays, as well as timeliness, space availability, relevance, and quality.

Reconsideration of Library Displays or Exhibits

If a patron wishes to submit a request for review of a display or exhibit, they may submit a Request for the Reconsideration of Library Displays, Exhibits, Programs, and Services. The form is available at the library or through the library's webpage. Once a completed form has been received by the Library Director, the process will follow the Request for Reconsideration of a Display, Exhibit, Program, or Service Policy.

Bulletin Boards and Other Posting Spaces

Library bulletin boards and other posting spaces are available for the posting of notices related to Library business or activities and public service items of educational or civic interest to the community.

- Library bulletin boards and other posting spaces are not intended as a forum for the expression of the views or opinions of individuals or groups
- Any notice to be considered for posting must be submitted to supervisory staff for approval. Only authorized Library personnel may post or remove notices. Notices posted without authorization will be removed. The Library may limit the frequency with which notices may be posted by the same organization.
- All notices posted on the Library bulletin board and other posting spaces must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- Notice size (physical dimensions) may be restricted to available space or a maximum of 8.5" x 11"
- Notices will be removed when they are no longer timely or when space is required for more current items
- The Library assumes no responsibility for the preservation or protection of any materials posted

The following will not be accepted for posting:

- Materials endorsing or opposing the election of any candidate for public office
- Materials endorsing or opposing the adoption of federal, state, or local legislation
- Materials promoting commercial products, services, or events

Material Distribution

Space on Library publication displays and tables is available for brochures, flyers, pamphlets, promotional items, etc. that are related to Library business or activities, and public service materials of educational or civic interest to the community.

- These spaces are not intended as a forum for the expression of the views or opinions of individuals or groups
- Any items to be considered for distribution must be submitted to supervisory staff for approval. Only authorized Library personnel may add materials to displays or tables. The public is encouraged to take whatever items they need. Materials placed for distribution without authorization will be removed by Library personnel and disposed of. The Library may limit the amount or frequency of materials distributed by the same organization.
- Materials will be removed when they are no longer timely or when space is required for more current items

The following will not be accepted for distribution:

- Materials endorsing or opposing the election of any candidate for public office
- Materials endorsing or opposing the adoption of federal, state, or local legislation
- Materials promoting commercial products, service, or events.