

Exhibit, Display, Artwork, and Handouts Policy

Madison Heights Public Library.

Effective: Draft V1

Purpose:

As an educational and cultural institution and as part of its public service, the Madison Heights Public Library provides designated areas for exhibits, handouts, and announcements of interest. This policy ensures fair access, safety, and alignment with the library's mission.

Regulations:

1. The library, individuals, other nonprofit organizations, community groups or governmental agencies may provide materials for display, distribution, or publication.
2. Exhibits, displays, handouts, artwork, and announcements must be approved by the library director or appointed designee before being set up or posted.
3. The library may limit the size and location of materials, number of items, schedule, and the frequency an individual or group displays their materials.
4. Materials should meet at least one of the following general criteria and will be evaluated holistically:
 - a. Highlights library collections, services, or programs
 - b. Promotes literacy or is otherwise educational in nature
 - c. Showcases a local resource or topic that may be of interest to library patrons
 - d. Recognizes and elevates the wide variety of local cultures, traditions, and identities to support equitable understanding, civic engagement, and community enrichment
 - e. Context (compatible with surroundings, fits into available space)
 - f. Public safety/maintenance (structural soundness, non-hazardous materials, no maintenance required)
 - g. Potential patron appeal
 - h. Alignment with other library policies
5. The library retains priority rights to all space for City of Madison Heights purposes.
6. The library reserves the right to refuse materials that do not meet one or more of the general criteria.
7. Space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
8. Materials must align with the library's mission and comply with all applicable policies, including the behavior policy and the materials selection and collection development policy.

9. Materials must not cause disruption of the regular flow of library work and service.
10. Dates and times for set-up and removal must be coordinated with the library director or appointed designee during regular library hours.
11. Materials must not obstruct walkways, emergency exits, or violate ADA accessibility standards.
12. The library assumes no liability in the event of damage, destruction, or theft of any materials.
13. A sign stating the sponsorship of the exhibit may be included. Values of the sponsoring organization shall not be included.
14. Distribution or posting of materials does not indicate the library's endorsement of the issue or events promoted by those materials.
15. Unapproved materials will be disposed of at the library's discretion.
16. The City of Madison Heights and Friends of MHPL retain priority rights to space for handouts and announcements. Materials from other eligible organizations may be posted by library staff as space permits and may be removed at any time.
17. Materials not removed by the agreed-upon time may be donated or discarded.
18. The library will work to retain works donated to or purchased by the library, but does reserve the right to deaccession any materials for any reason deemed by the library director to be in the best interest of the library. Deaccessioned artwork may be sold, auctioned, donated, or discarded.