

## DISPLAY AND LIBRARY POSTINGS POLICY

August 10, 2006

Revised 4/17/08, 1/8/19

Reviewed 9/9/10, 5/3/12, 12/17/15, 4/13/21

Bulletin board materials, pamphlets, and similar items may be submitted for posting or display by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Job postings and announcements for the City of Oelwein are allowed. Limited space generally allows only short-term notices or displaying of material. The director must approve all postings and may prohibit postings or displays which do not meet library standards. Library staff will place and remove postings and displays on a timely basis.

## OUTDOOR MESSAGING BOARD

August 10, 2009

Revised 11/12/09, 9/9/10, 12/17/15

Reviewed 5/3/12, 4/13/21

The purpose of the library's outdoor messaging board is to publicize library programs and events and to fulfill the library's role as a community information center. Library and library related group programs, community celebrations, city departments' events, Williams Center events, and OCAD events will be posted upon approval of the director. The events must be sponsored by that organization and open to the public. As a service to the community, school registration dates for the Oelwein Public Schools will be posted.

## DISPLAY CASE POLICY

November 5, 2008

Reviewed 9/9/10, 5/3/12, 12/17/15, 4/13/21

The library welcomes exhibits and displays of interest, information, and enlightenment to the community. A display case is available for educational, artistic, and cultural materials.

- Displays that are solely commercial in focus are not accepted. Items displayed may not include price tags or other information regarding the purchase of items.
- The library director may reject any exhibit or display that does not fit within the guidelines of this policy.
- Use of the display case does not constitute sponsorship or endorsement by the library of the exhibit or exhibitor's beliefs.
- The library will take reasonable care to ensure the safety and security of items displayed, however, the library assumes no responsibility in the event of loss, theft, or damage.
- Displays will generally be changed monthly.
- All material for display must be picked up within 7 days of the end of the display.