

# TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT

## FACILITY USE POLICY

### I. Displays and Exhibits

The Town and Country Public Library District has two display cases available for use by the public. Preference will be given to Library or Library-related groups for use of the display space. When not being used by the Library, the display cases are available for use by groups pre-approved by the Library Director. Requests for use of display space should be made as far in advance as possible.

#### A. General Rules

1. Display space is generally intended for educational, artistic, or cultural purposes.
2. Preference is given to displays that are timely and of general interest.
3. Displays that are commercial in nature are generally not permitted.
4. Groups using the display areas are responsible for setting up and removing their materials.
5. Display cases must be left clean and in good condition.
6. Damage to display areas or any other Library property is the financial responsibility of the group using it when damage occurred.
7. No group may use the display spaces more than once in a 12-month period.
8. The Library assumes no responsibility for lost, damaged, or stolen materials.
9. Materials may be displayed no longer than 30 days or 1 calendar month.

### II. Bulletin Boards

The bulletin board located in the lobby is available for use by the public. Other bulletin boards or tackable surfaces located in the building are for use by Library Staff only. All items for posting must be presented to the Staff for approval.

Bulletin board space is intended to provide useful information for the community. It is not intended to be used to promote commercial interests, however, certain types of advertising may be allowed if judged useful for the community.

Approved items may be posted no longer than 30 days or 1 calendar month. Those who post the material are responsible for removing it. The Library

Staff is not responsible for disposal, loss, or theft of any materials posted on the bulletin board.

Display of materials on the bulletin board should not be considered an endorsement by the Library.

In accordance with the American Library Association's Library Bill of Rights and its interpretation regarding exhibit spaces and bulletin boards, the Library does not exclude materials because of the origin, background, or views of those contributing to their creation. Materials will not be prohibited or removed because of partisan or doctrinal disapproval. The Library does not endorse the beliefs or viewpoints of topics that may be represented in its exhibit space.

Date approved: 8/13/01