

Service Policy 485

Display Policy

Adopted: May 16, 2006

Reviewed: November 17, 2017

The Spring Lake District Library makes available limited display areas in the Copy Room for organizations engaged in educational, cultural, intellectual, and charitable activities that are primarily of a non-commercial and non-profit nature. Enclosed display cases are reserved for Library use only.

The display areas as designated by the library for public use may be used for non-commercial and non-profit materials and notices of educational, cultural, intellectual or charitable interest to the community. The space will be available to groups regardless of the content of an item or the beliefs and affiliations of an organization or their individual members. Display of such items does not constitute library endorsement of the viewpoints expressed in them. The display areas are not available for personal, family, commercial or purely social use.

Items may be refused based on size and available space. Display materials may not be more than a maximum of 8.5 by 11 inches.

There is no fee or charge to display items in designated areas.

Before being displayed, all items must be approved by the Library Director or the Director's designated representative using the criteria above. Items posted without approval will be removed and disposed of as deemed appropriate by the Library Director or the Director's designated representative. Due to limited space, all eligible items may not be displayed immediately and some not at all. In all cases, items directly concerned with the library will always take precedence.

Items will be removed from the display areas as outlined below:

Items that become dated will be removed upon expiration date and disposed of as deemed appropriate. For example, posters announcing meetings will be removed after the meeting, and pamphlets announcing the availability of information will be removed after the time period of availability is over. All other items may be removed after one week to maintain the availability of the display area. Items directly concerned with the library, however, will be displayed as long as appropriate.

The library does not assume any responsibility or liability for items submitted for display.

All display materials must comply with all local, state, and federal laws, rules, regulations and ordinances.

