

## **5.2 Displays Policy**

### **Pella Public Library**

Adopted 5/9/00; revised 3/13/18; revised 9/8/20.

As an educational and cultural institution, the Pella Public Library welcomes exhibits and postings of interest to the community, and will provide bulletin board space to notify the public of special local programs, events, and activities; will arrange for and publicize displays that are in keeping with its mission; and will allow the authorized independent exhibit and distribution of materials as space and time permit. The posting or display of materials in the Library does not imply endorsement by the Library of the groups represented.

#### **BULLETIN BOARDS AND PAMPHLET RACK**

- The Library's bulletin boards are intended to provide an open forum for the dissemination of information and opinion. As such, they are available for use by all members of the community. However, material will be displayed only with the approval of the Director, who may date-stamp it with the removal date. When there are space constraints on the number of items that can be posted, items will be limited.
- The bulletin board and pamphlet rack in the lobby are intended for community information; the bulletin boards and pamphlet racks inside the main room of the library are reserved for library use; the mobile bulletin board is reserved for library use.
- Pamphlets to be distributed at no cost may also be presented by the community, with prior approval of the Director. Available space will be a determining factor in whether such pamphlets will be made available in the pamphlet rack.
- Petitions are not allowed in the Library.

#### **DISPLAY CASES**

- Items for temporary display in the library's display cases are received and displayed at the discretion of the Director. While such decisions are not subject to the Board's approval, the Director may refer the matter to the Board for action if desired.
- The display cases may be used to display items and collections of interest to the public; they are not to be used for commercial purposes. The owner of the displayed items is required to provide an information sheet or sign describing the display.
- Display cases may be reserved by individuals or groups in one-month increments. All or part of the display case may be reserved. Reservations may be made up to one calendar year in advance. The library makes a reminder call on or about the 1<sup>st</sup> of the month, and a second reminder one week later. If the display has not been placed by the 10<sup>th</sup> of the month, the reservation is forfeited. The library cannot guarantee the exact dates the display cases will be available.
- Displays must be contained inside the display case. Thumbtacks are permitted inside the display case, but nails or other objects may not be pounded into the library walls or display case backs.
- Owners are responsible for setting up and taking down the displays in a timely manner. Library staff will not handle displayed items. If a display has not been removed by the 5<sup>th</sup> of the month, the Director may remove the display.
- Library events and promotions receive priority in scheduling the display cases. The library reserves the right to cancel or relocate a display if circumstances warrant.

## OTHER DISPLAYS AND COLLECTIONS

- The library may occasionally agree to display collections or artifacts in other parts of the library at the discretion of the Director. While such decisions are not subject to the Board's approval, the Director may refer the matter to the Board for action if desired.
- Collections intended for permanent display in the library are subject to the library's Gifts Policy.
- No displays, posters, pamphlets or other materials may be displayed, posted or made available in the library or on any library surface except as specified in this policy.

In all cases, items will be displayed at the owner's or donor's risk; the Library disclaims responsibility. It is the responsibility of the owner or donor to transport, set up, and arrange the display as well as to take it down within the agreed upon time frame. The Library shall not discriminate in the selection of items for display or exhibit on the basis of viewpoint, race, religion, or any other restrictive category.

In addition, the owner or donor of displayed items agrees to indemnify and hold harmless the City of Pella, the Pella Public Library, and all their respective officials, officers, employees, and agents, against any claims that arise in connection with the display.

## PROHIBITED MATERIALS

The following materials shall not be allowed to be displayed or posted within the Pella Public Library:

- Materials which depict obscene conduct or include the distribution of obscene materials.
- Materials that are directed to inciting imminent lawless action and are likely to incite or produce such action.
- Materials which violate local, state, or federal law.

## APPEALS

The Library Director shall communicate any denials regarding requests to post/display items within the Pella Public Library to the requesting party in writing. Within five business days after the date on which a denial in full or in part is issued, the requesting party may appeal the decision of the Library Director to the Library Board by means of a written letter stating the grounds for the appeal. The Library Board, at its next regularly scheduled meeting, will review the initial decision and issue a written decision affirming the initial decision or granting the requested posting/display of materials. The Library Board's decision shall be sent by certified mail to the address provided on the appeal. This shall constitute the final decision of the Pella Public Library.