



POLICY: Displays in the Library

Purpose

Ilseley Public Library is a community hub for communication and the exchange of ideas. This policy lists the types of materials that may be displayed in the library and clarifies the guidelines and limitations for display.

Statement of Policy

Members of the public are allowed to display signs and announcements, informational posters, art, and donated decorations in the library, provided they observe the procedures and restrictions below.

Signs and Announcements

- Signs and announcements may be displayed for up to two weeks on the bulletin boards designated for display of such articles.
- Signs and announcements should be no larger than 8.5 by 11 inches and should have the date of posting written in the lower right corner of the sign. Signs and announcements may not be posted for commercial or personal purposes, such as real estate, personal ads, garage sales, and for items for sale.
- Permission is not needed to post a sign or announcement. Use of the space is on a first come, first served basis.

Informational Posters and Displays

- Informational posters and accompanying materials may be displayed for up to two weeks on the east wall of the lobby or the easel in the lobby.
- Informational posters may not be primarily conceived for commercial purposes or have commercial gain as their primary objective. The posters and any accompanying materials cannot advocate for or against any individual running for elected office or any particular local, state, or national ballot item.
- Permission from the director is required for displaying an informational poster. Interested parties should complete the "Exhibit and Display Release Form."

Art

- Art may be exhibited in the library for a period of four to six weeks in the library lobby, in the children's library, or in the Community Meeting Room.



- Art must fit within the space constraints and/or be able to be supported by the library's exhibit hardware. Art may be displayed for sale. It is the responsibility of the exhibitor to set up and remove the exhibit.
- Permission from the director is required for exhibiting art. Interested parties should complete the "Exhibit and Display Release Form." This form can be requested at the circulation desk.
- Ilsley is not responsible for any damage a work of art might incur during its exhibition.

Decorations

- The library permits display of non-religious decorations for four to six weeks, subject to the approval of the director.
- It is the responsibility of the donor to set up and remove the decorations.

Definitions

Adopted by the Ilsley Public Library Board of Trustees on November 14, 2000

Amended on December 10, 2018