

## Display Policy

### I. Purpose

- a. The Library recognizes its role as a source for community information by providing display space to external organizations and individuals when the space is not used for Library purposes.
- b. Community information is distributed and displayed in public areas of the Library in order to support the Library's mission of fostering lifelong learning, inspiring curiosity, and building community through shared access to resources, experiences, and opportunities for all.

### II. Policy

- a. The Library has first priority for all exhibit and display space including, but not limited to, display cases and bulletin boards for library purposes and library affiliated organizations, city and official governmental postings, and educational and cultural information.
- b. Materials may be provided by the Library or other non-profit organizations, community groups, individuals, educational institutions, or governmental agencies.
- c. Commercial materials, religious materials, or political endorsements may not be accepted for posting or display inside the Library.
- d. At the discretion of the appropriate manager, acceptable materials may include but are not limited to:
  - i. Printed informational items such as flyers, brochures, posters, giveaways or newsletters promoting community meetings, upcoming events, and other community or area-wide activities.
  - ii. Legal documents, such as construction plans in a permitting process, provided by government agencies and publicly funded educational institutions that must be made available for public display.
  - iii. Free news publications such as newspapers, magazines and booklets.
  - iv. In consultation with a community member as appropriate, works of art, collectibles, memorabilia, artifacts, or other items in order to support library and/or community programming.
- e. The Library reserves the right to limit the size and number of items, the schedule of any display, and the frequency with which the group or organization may have a display.
- f. Distribution or posting of materials or exhibits by the Library does not constitute the Library's endorsement of the issues, events, beliefs, viewpoints, individuals or groups promoted by those materials.
- g. The Library assumes no liability in the event of loss, damage, destruction, or theft of materials.
- h. Materials that discriminate based on race, gender, age, national origin, and/or other classifications protected by federal, state or local government shall not be displayed or distributed by the Library. Any materials deemed inappropriate or outdated will be removed at the Library's discretion.
- i. All materials should include the name of the individual or organization and a contact phone number and/or email. Materials posted without such attribution may be removed at the Library's discretion.

### III. Procedure

- a. The Library branch or department supervisor is responsible for oversight of planning display case exhibits and for monitoring bulletin boards to ensure that they are properly maintained.
- b. Items for display exhibited in display cases and materials must be presented in a manner suitable for viewing by customers of all ages.



- c. Contact each NHFPL location for information about bulletin boards and display spaces.

*Approved by NHFPL Board of Directors, May 28, 2019.*