

PUBLIC DISPLAYS, NOTICES, HANDOUTS
AND RELATED ACTIVITIES
TFML Policy No. 12

The Thomas Ford Memorial Library provides limited display space for materials of civic, cultural, educational and/or recreational nature that complements Library programs or promotes Library services. Public use of the display space is limited to not-for-profit, non-commercial or civic groups and to individuals with materials deemed to be connected with the Library's goals. Approval of a display does not constitute Library sponsorship of that organization or individual point of view or the activities promoted.

12.1 **Displays**

12.11 Permitted Uses

Organizations which, by purpose and membership are consistent with the Library's mission, goals and objectives may use the display space. Individuals who wish to exhibit art works, handicrafts or collections which enhance the Library's role as a cultural agent in Western Springs may use the display space.

12.12 Application and Approval

12.121 Application

An Application to use display space must be completed and submitted (Library Display Case Reservation Request) to the Head of Adult Services. Organizations must apply in the name of a member at least 18 years old holding a valid Thomas Ford Library Card. The sponsor must sign the at least d reservation request and agree to be responsible for the display. An individual at least 18 years old holding a valid library card may apply by submitting a reservation request in like fashion.

12.122 Approval

Reservation requests will be considered and approved as space becomes available providing contents and design of the display are consistent with guidelines established by the Library. Displays will not be shown without the formal approval of the Library Director; unapproved posted material will be removed.

12.13 Reservations

Reservations for displays will be accepted up to 12 months in advance on a first-come first-served basis. In the interest of providing a variety of displays some may be postponed because of recent exhibits of similar nature. Displays may be placed without advance reservation if space is available.

12.14 Duration

Space may be reserved for a maximum of one calendar month and the display must be removed from the Library in a timely manner. The Library reserves the right to dispose of any materials left beyond the termination date of the display. Displays must be set up and taken down during regular library hours.

12.15 Information about Displays

The name of the organization or individual providing the display must appear clearly and prominently. A display information form (attached) must be completed before the display is placed and will be included with the display. The display of art works will include the name of the artist (address and/or the telephone number of the artist will be available at the circulation desk.) Individuals displaying collections who wish to remain anonymous may do so with the written approval of the Library Director. Completed Library Display Reservation requests are public records and will be made available to the public upon written request.

12.16 Responsibility for Materials on Display

The Library will safeguard displays within reason; however, the Library is not liable for damage or theft of materials displayed.

12.17 Focus and Appearance of Displays

The Library opens display areas to organizations and individuals to provide opportunities to inform the community of purposes, goals, services, activities or events they sponsor. Such information should be the focus of the display. Each display must be carefully planned and mounted in an informative, interesting manner with an eye toward attracting Library patrons to read or examine the presented material. Displays should visually enhance the areas of the Library in which they are located. An organization or individual will be asked to redo or remove a poorly executed display.

12.2 **Notices and Handouts**

12.21 Permitted Uses

Limited space is available in the Library for not-for-profit, non-commercial agencies or civic groups to post notices and to leave handouts consistent with the Library's mission, goals, and objectives. Materials will be accepted on a priority basis for posting. Individuals may not post notices or leave handouts in the Library.

12.22 Approval Process

No notice or handout will be posted without the approval of the Library Director. Library staff will post notices and/or handouts after approval. The Library reserves the right to determine where a notice or handout will be located and how it is to be displayed.

12.23 Duration

Notices and/or handouts will be removed after they have become dated.

12.3 **General Guidelines**

12.31 Priorities

Display space may be needed to publicize Library and Library - related programs, activities, services and materials and to post legal notices. Priority will be given to serve these needs.

12.32 Non - Compliance

The Library reserves the right to refuse or remove any notice, handout or display which does not comply with these policies.

12.33 Prohibited Uses

Library display space may not be used: to advertise; to support or oppose any political candidate or to support or oppose any religion or religious belief. Material that is obscene, defamatory, invades privacy or incites violence may not be posted or displayed. Materials for display that, in the opinion of the Library Director are potentially dangerous to patrons, staff or property may not be displayed.

12.34 Solicitations

Solicitations for donations are not permitted.

12.35 Promotions

Library - related organizations such as the Friends of the Library may have special sales or promotions in the Library.

12.36 Situations Not Covered

Any situation not covered above will be resolved by the Library Director.

12.37 Appeal Process

Decisions to refuse or to remove a display, notice or handout may be appealed. The appeal must be made to the Library Board of Trustees in writing no more than 14 days after notification of the decision. The Board President will appoint a committee of Library Trustees to review the appeal. The committee will make a recommendation to the Board within 60 days following which the Board will determine disposition of the appeal.

Attachments

1. Reservation Request form
2. Display Information form

Approved: 12/23/97
Reviewed: 11/23/99
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