

ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

Exhibit Case, Display, Bulletin Board, and External Signage and Displays Policy

Purpose:

The Library provides opportunities for individuals, groups and non-commercial organizations to display materials temporarily in designated display cases and exhibit areas within the building. As an institution for education and the exchange of information and ideas among its patrons, and in light of the library's primary mission of serving Alpha Park Public Library District residents and organizations, the library makes these display cases and exhibit areas available for the display of governmental, civic, cultural, educational, recreational and community-related information.

The Library's full-color sign on Airport Road will be used only for library-related programs. For other outdoor signage, please refer to "Guidelines," item 6, below.

Scheduling Exhibits:

The scheduling of exhibits is made through the Adult Services Office, 697-3822, ext. 13, or in person at the Information Desk. Exhibits usually remain on display for one month; however, circumstances may arise that will shorten or lengthen the duration of a display. Library-related displays will take precedence over other exhibits or displays. Set-up and removal of displays or exhibits will be the responsibility of the exhibitor(s). Displays and exhibits must permit the regular and unimpeded conduct of library business.

Guidelines:

1. The Library seeks to establish guidelines for groups and individuals who want to display personal collections, pamphlets, handouts or flyers regarding community events, services or other non-commercial materials of an informative or aesthetic nature. The Library policy is in compliance with the American Library Association guidelines for Exhibit Spaces. (See attachment.) The Library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of an exhibit. A disclaimer to this effect will be placed in each display case, if necessary.
2. All displays are to be of a general educational or cultural nature, suitable for viewing by patrons of all ages. They should seek to manifest literary, artistic, political or scientific value. Religious and political exhibits and displays are permissible for informational purposes; displays that proselytize for a single point of view will not be permitted.
3. Exhibits and displays may not involve the sale, advertisement, solicitation or promotion of commercial products. This provision does not exclude sponsored exhibits, approved art exhibits, exhibits primarily informational in content, or exhibits containing advertising involving a variety of beneficiaries.
4. In the case of artistic displays or exhibits, prices may not be affixed to any material on display, although an exhibitor's name, address, and telephone number may be posted.

5. Exhibits may not contain material that threatens violence or intimidation of any individual or group. Exhibits may not contain obscene material, defined as material that the average person, applying contemporary community standards to the work as a whole, would find appealing to the prurient interest, or depicting or describing, in a patently offensive way, sexual conduct defined under Illinois law.
6. No individual or group may display or advertise any activities or causes on or around the exterior of the Library's property. Library staff will remove all signs. Exception: Signage related to Election Day polling places will be permitted per 10 ILCS 5/7-41.
7. As needed, the library director will exercise final authority in the approval or disapproval of displays and exhibits. The director's decisions may be appealed to the library board in writing.

Liability:

The library does not assume responsibility or liability for the loss of or damage to any part of an exhibit, and will not take extraordinary measures to insure its safety.

Bulletin Boards

General guidelines for exhibits and displays apply to bulletin boards. As designated, portions of bulletin boards must be set aside for library-related legal notices. Such notices will take precedence over other bulletin board postings. Notices concerning library programs will take precedence over other postings. Bulletin boards are not to be used for commercial advertisements, either for products or for services. However, certain library or informational programs requiring a fee may be advertised.

Notices for recurring and/or long-term events may be posted for as long as is required. Permission to post notices on the bulletin boards must be obtained from the Adult Services Department. Final authority for posting rests with the library director. The director's decisions may be appealed to the library board in writing.

Attached: American Library Association—Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights.

Adopted by the Alpha Park Public Library Board of Trustees, January 20, 2004.
Revised and adopted by the Alpha Park Public Library Board of Trustees, December 17, 2012.
Revised and adopted by the Alpha Park Public Library Board of Trustees, April 20, 2015.