

Whitehall Public Library Policies

Title	Bulletin Boards and Displays
Date Approved	3/10/2010
Amended	11/14/2012, 10/8/2014
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Purpose:

The Whitehall Public Library provides a public bulletin board in its lobby as well racks for displaying flyers and brochures, offering members of the community an opportunity to share information; furthering our mission as a community resource promoting nonprofit, civic, educational, or cultural events. Additionally, there are two display cases used for promoting Library resources and programs.

Statement of Policy:

The lobby bulletin board is used as a community resource for postings by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space allows for short-term notices only. Information must be submitted to the Library for approval. The Library Director or designated staff must approve all postings and may prohibit postings which do not meet Library standards. Library staff will place and remove postings. The Library will not be responsible for the return of any posted material.

Material posted or displayed without the Library's consent will be promptly removed.

In addition to its public bulletin board, the Whitehall Public Library provides a brochure racks in the inner lobby area for the distribution of information. This rack shall be reserved for material with civic, cultural, educational, or informational interest and value. Materials should not advertise for private or organizational gain unless the gain is used for the benefit of the community as a whole, such as cultural enhancement.

There are two glass display cases in the Library. Display and exhibit space is used to promote Library resources and programs, as well as reflect topics of interest to Library users. Library staff members have the primary responsibility for developing and exhibiting displays. Other displays originating from outside the Library may occasionally be considered, but are subject to the approval of the Library Director or designated staff. The Whitehall Public Library is not responsible for theft or damage, nor does it carry insurance to protect any items in display cases for any non-Library material. Exhibits for commercial purpose will not be considered. No Library space is available for unsolicited exhibits or displays.