

## Whitehall Public Library Policies

<b>Title</b>	Bulletin Boards and Displays
<b>Date Approved</b>	3/10/2010
<b>Amended</b>	11/14/2012, 10/8/2014, 9/8/2021, 5/8/2024
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### **Purpose:**

The Whitehall Public Library provides a public bulletin board in its lobby, 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 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 may 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.

A slat wall and other display areas are 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 displayed items. Exhibits for commercial purpose will not be considered, and unsolicited exhibits and displays are prohibited.

Any questions or concerns about a particular display may be discussed with the Library Director. Requests for review of library displays will be considered in the same manner as requests for reconsideration of materials as outlined in the Library's Collection Development and management Policy.

The Library maintains an informational kiosk, purchased by the Friends of the Library, in the Caste Village Commons area. The kiosk displays current Library services, programs and special events. A designated staff person is charged with maintaining and updating the display as necessary. The kiosk is property of the Library and no other organizations may post. Any unauthorized postings will be promptly removed.