

WARREN LIBRARY ASSOCIATION
DISPLAY AND BULLETIN BOARDS
POLICY MEMORANDUM
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Warren Library Association's (the Library) bulletin boards and display cases are available for cultural, educational, and local interest opportunities to local patrons.

First priority is given to the promotion of Library resources and services, with secondary priority given to other established partner organizations. We do not guarantee availability of display space and, regretfully, cannot accommodate all display space requests. Space is not provided for displays that are for commercial or political purposes. Displays which advocate illegal or libelous action, advertise a business, advocate any political party or candidate, or petition for public signatures are never accepted.

All notices, posters, literature and displays must be approved before display. Library staff have the responsibility for approval or refusal. Guidelines for rejecting a display may include: Lack of artistic quality, similarity with recent displays, poor taste, contains false or misleading information, or lack of community interest.

Due to limited space for materials, bulletin board and pamphlet racks may be cleared weekly to allow new materials to be displayed. Staff may discard items not approved for placement, outdated materials, and excess copies of any items received.

Displays are in areas open to the public and viewable by individuals of all ages, including children. Material provided for display must be appropriate for viewing by all ages. Displays may not include anything illegal, obscene, or harmful (i.e., toxic items, moldy items, etc.). The Library reserves the right to reject any display in whole or in part.

The Library will not censor or remove a display, exhibit, or item solely because some members of the community may disagree with its content. Individuals who object to a particular display, exhibit, or item should complete a Statement of Concern form.

Granting of permission to exhibit/display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials. Name and contact information for the group or individual providing the exhibit/display must be a Part of the exhibit/display.

A signed application for use of the display case must be filled out by the exhibitor prior to installation of the display.

Use of the display case shall not conflict with normal Library operations or with Library-sponsored or Library-related activities.

All displays must be ready for exhibit. The Library will not provide any supplies.

It is the responsibility of the exhibitor to set up and remove items from the Library in a timely manner. The Library will not provide storage for the property of organizations or individuals displaying at the Library.

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The Library accepts no liability for the preservation, protection, or possible damage or theft of items displayed. All items on display are done so at the owner's risk and are not covered under the Library's insurance policy.

Adopted by
Warren Library Association
Board of Directors
May 20, 1996
Revised December 18, 2000
Revised August 15, 2022