

# ETHEL EVERHARD MEMORIAL LIBRARY DISPLAYS & NOTICES POLICY

In the spirit of community partnerships, the library provides designated spaces for posting and distribution of library, community, and public service information and materials of educational or cultural interest to the community. Posting of a notice or placement of materials at the library does not imply endorsement by library staff or the Library Board of Trustees.

## **Library displays, handouts, notices, etc.**

The library may freely distribute or display material related to library-sponsored and cosponsored events, programs, policies, procedures, etc. Library-related materials have priority for display space.

## **School displays**

Occasionally, the library will display works of art or writing in conjunction with local schools. Those displays will be coordinated by library staff and school officials. The library is not responsible for lost or damaged display items.

## **Community posters, handouts, notices, etc.**

Handouts and notices shall be submitted to staff for approval and posting.

The library has a designated space for posters, handouts, notices, and publications that are of general interest for organizations, community groups, local government, schools, etc. Display items should be of reasonable size for the display space available. The appearance and content of the notice must be suitable for the library's public area. Staff reserve the right to limit the size, number of items, and length of posting; duration may be limited by the volume of incoming materials. Removed materials will be discarded. Materials may not be posted indefinitely. Items not accepted for posting or display include materials with the primary purpose of serving as campaign literature or those advocating a position on a public issue.

## **Donations/Collection site**

The library occasionally acts as a donation site for organizations to assist community members in need. Collection receptacles must be of reasonable size and suitable for the library's public area. Staff reserve the right to limit the types of items collected, the frequency, and the duration of the collection. The library will not collect funds for outside organizations, nor allow for the collection of those funds on Library property, with the exception of organizations that use those funds to benefit the Library and Library sponsored or cosponsored events, e.g., Friends of the Library, Marquette County Literacy Volunteers.

Adopted 02/10/2020