

# **Bulletin Board Policy**

## **Montezuma Public Library**

*Library bulletin boards are available for the posting of notices related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Posting of notices does not indicate library endorsement of the ideas, issues or events promoted by those notices.*

- Library bulletin boards are not intended as a forum for the expression of the views or opinions of individuals or groups.
- Any notice to be considered for posting must be submitted to library management for approval. Only authorized library personnel may post or remove notices. Notices posted without authorization will be removed.
- In fairness to numerous community groups, the library may limit the frequency with which notices may be posted by the same organization.
- All notices posted on the library bulletin board must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- Notice size (physical dimensions) may be restricted to maximize available space.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The library assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.

The following will not be accepted for posting:

- Materials endorsing or opposing the election of any candidate for public office
- Materials endorsing or opposing the adoption of federal, state or local legislation
- Materials promoting commercial products or services

Posting authorization is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to post notices. Failure to comply with this policy may result in denial of posting privileges.

**Adopted July 14, 2021, by the Montezuma Public Library Board of Trustees**

## **Exhibits & Display Policy**

### **Montezuma Public Library**

*Library display cases and exhibit space are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate library endorsement of the ideas, issues or events promoted by those exhibits or displays.*

- Exhibit or display space may not be used for commercial purposes.
- 1. The duration of any display or exhibit is subject to the discretion of library management. The requirements of the library take precedence over those of exhibitors. Should the library require a display case or exhibit space for its own use, the library reserves the right to pre-empt such space upon three days of written notice to the exhibitor.
- 2. In fairness to numerous community groups, the library may limit the frequency with which exhibits or displays may be mounted by the same organization.
- 3. Installation and subsequent removal of displays or exhibits are the responsibility of the applicant. Displays or exhibits that are not removed on or prior to the date established by library management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.
- 4. Neither the library nor the library board accepts responsibility for loss or damage to any exhibit or display.
- 5. Potential exhibitors must complete an application and a release form before library management.
- 6. Identification of the sponsor/exhibitor must be included in the display on a card or plaque no larger than 3"x 5". Permission to mount exhibits or displays is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits or displays. Failure to comply with this policy may result in denial of exhibit or display privileges.

**Adopted July 14, 2021, by the Montezuma Public Library Board of Trustees**