



EXHIBIT SPACE AND BULLETIN BOARD POLICY

Updated October 2022

As part of its mission to provide access to a wide range of information the Wilberg Memorial Public Library will post notices of events and services that are of interest to the public. Wilberg Memorial Public Library will also use reserved exhibit space to display artwork and other collections of interest. In compliance with the American Library Association, the Wilberg Memorial Public Library will not exclude materials based on their origin, background, or views of those contributing to their creation. Also, members of the Library staff will not remove materials because of their own political or religious beliefs. Finally, the Library will make its space available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

BULLETIN BOARD & EXHIBIT SPACE GUIDELINES

- All notices, posters, and literature must be approved and placed on the bulletin board by Library Director or designee.
- Library staff will work with artists displaying their work to safely display materials in a way that is satisfactory to the artist and Library Director given the library's current resources and tools for display.
- Items will be removed from the bulletin board after the date of the event or at the discretion of the Library Director or designee.
- Unless other arrangements are made, items must be picked up the day following the date of the publicized event if the owner(s) want them returned or on an agreed upon date set by the owner and the Library Director. Request for return of items with name and phone number of the person to be contacted should be printed on the back of each item.
- Posting of a notice and the display of materials does not imply endorsement by library staff or Board of Trustees.
- Those who object to the content of any exhibit held at the library should submit their complaint to the Library Director.
- The Library Director and Library Board of Trustees reserve the right to deny display space to any individual or organization at any time.
- Artwork displayed in the library will must be picked up by agreed upon date by the artist or an approved person.
- Exhibit and Bulletin Board space cannot not be used to sell materials. However, artists with their work on display are encouraged to promote themselves and their work.
- The Library accepts no responsibility for the protection, possible damage, or theft of any item displayed, exhibited or posted. All items placed on display in the Library are at the owner's risk.

END OF POLICY