

SER 8

DISPLAYS, DISPLAY CASE USE, POSTERS, FLYERS AND PAMPHLETS

POLICY

DISPLAYS:

The use by individuals or organizations of the Library's facilities for display other than those which pertain to the Library is not a right but a privilege which is subject to review by the Board of Trustees. The Library Executive Director or his/her designee may grant the privilege of placing exhibits and displays in the Library subject to the following conditions:

1. No display shall be placed in the Library without permission from the Library Executive Director or his/her designee. Unauthorized displays will be removed and discarded.
2. No individual or organization shall be permitted to display any materials which advocate the election or defeat of a candidate for public office, or which advocates an affirmative or negative vote, for or against any proposition, whether political or otherwise.
3. Displays that promote hate or violent acts against others are prohibited.
4. The exhibit of such displays, posters or pamphlets will be limited to a time period not to exceed one (1) month.
5. Items may be taken down without warning, when no longer timely, or if space needed for newer items.
6. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. All items placed in the library are done so at the individual or organization's risk.
7. The person bringing in the display, along with a library designee, is responsible for its arrangement and removal, but the library has the right to re-arrange or dismantle the display as it deems necessary.
8. Each display must be accompanied by signage explaining it.
9. The Board of Trustees reserves the right to restrict or deny use for just cause; such cause may include infraction of any policy.

DISPLAY CASE USE:

The use by individuals or organizations of the Library's facilities for display other than those which pertain to the Library is not a right but a privilege which is subject to review by the Board of Trustees. The Library Executive Director or his/her designee may grant the privilege of placing exhibits and displays in the Library subject to the following conditions:

1. The display case is available to individuals and organizations who wish to display collections of items.

2. Displayers may provide contact information within the display case for persons wishing to obtain information about the display.
3. Reservations for the use of the display case shall be made with the Library Executive Director or his/her designee and will be subject to the approval of the Board of Trustees. Requests must include name, month desired, and contact information of person responsible.
4. Soliciting for businesses is prohibited.
5. Antioch Public Library District card holders are given first priority for the use of the display case. In the event that there is not a scheduled displayer on any said month, availability may be opened up to non-card holders.
6. The usual time period for displays is 30 days, usually from the first to the last day of the month. The Library staff person in charge of the display case will contact the person responsible for the display to work out when the display can be put in or taken out. The Library will make every reasonable effort to contact and return the collection to the original owner. However, if the Library staff person is unable to contact the displayer when the time comes to change displays, that staff person is permitted to remove the collection and store it. The Library will not be held responsible for any damage that may occur or for disposal of the collection if it is not picked up within 30 days of its removal from display case.
7. Use of all display spaces is limited by displayer to once every 12 months, or based on availability as determined by staff.
8. Library displays will be given priority. Library displays may bump other displays.
9. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. All items placed in the Library are done so at the individual or organization's risk.

POSTERS/FLYERS:

Library bulletin boards are reserved for the posting of flyers that promote free community services and resources, or events sponsored or hosted by local, approved non-for-profit organizations, such as local governmental agency, educational institutions, religious organization or fraternal organizations.

1. No poster/flyer shall be placed in the Library without permission from the Library Executive Director or his/her designee. Unauthorized postings will be removed and discarded.
2. Organization and/or event must be located/take place in Antioch or be in the immediate surrounding communities, within Lake County, Illinois.
3. No individual or organization shall be permitted to display any materials which advocate the election or defeat of a candidate for public office, or which advocates an affirmative or negative vote, for or against any proposition, whether political or otherwise.
4. The posting of posters/flyers that promote hate or violent acts against others are prohibited.
5. Posters/flyers may not exceed an 8.5"x 11" size.
6. Advertisement for classifieds, for-profit services and/or products, sales, or promotion of businesses is prohibited.
7. Approved posters/flyers will be permitted on a "first-come, first-served" basis, provided there is space available and they do not exceed the approved size.
8. The exhibit of such posters will be limited to a time period not to exceed one (1) month.

9. Items may be taken down without warning, when no longer timely, or if space needed for newer items.
10. Posters/flyers are non-returnable.
11. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. All items placed in the Library are done so at the individual or organization's risk.
12. The Board of Trustees reserves the right to restrict or deny use for just cause; such cause may include infraction of any policy.

PAMPHLETS

Pamphlets posted by the Library offer an immediate community service or resource. Must be approved non-for-profit organizations, such as local governmental agency, educational institutions, religious organization or fraternal organizations.

1. No pamphlet shall be placed in the Library without permission from the Library Executive Director or his/her designee. Unauthorized postings will be removed and discarded.
2. No individual or organization shall be permitted to display any materials which advocate the election or defeat of a candidate for public office, or which advocates an affirmative or negative vote, for or against any proposition, whether political or otherwise.
3. The posting of pamphlets that promote hate or violent acts against others are prohibited.
4. Pamphlets may not exceed an 8.5"x 11" size, tri-folded.
5. Advertisement for, for-profit services and/or products, sales, or promotion of businesses is prohibited.
6. Approved pamphlets will be permitted on a "first-come, first-served" basis, provided there is space available and they do not exceed the approved size.
7. Items may be taken down without warning, when no longer timely, or if space needed for newer items.
8. Pamphlets are non-returnable.
9. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. All items placed in the Library are done so at the individual or organization's risk.

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