

SUBJECT: USE OF LIBRARY SPACE FOR POSTINGS, HANDOUTS & DISPLAYS**I. PURPOSE**

The purpose of this policy is to clarify, for customers and staff, the procedures for use of the bulletin boards and limited public display space at Naperville Public Library buildings.

II. SCOPE

Bulletin boards and designated display areas, administered and maintained by staff, are available at all facilities. Designated display space is available for items from units of local government and local non-profit organizations to promote awareness of services and events of interest to residents in the local community. Organizations based in Naperville will be given priority. Library, government or educational institution sponsored table displays are permitted at the Library's discretion. Space permitting, promotion of services and events offered by commercial entities will be posted if they are of an artistic, cultural, educational, civic, or historical nature.

III. GENERAL GUIDELINES

Staff will determine an item's suitability for display based on the following:

- A. Under no circumstances may facilities be used to advertise or sell personal or commercial items or services (autos, used furniture, day care, house cleaning, tutoring, etc.) or for personal or commercial solicitation, fundraising, or recruitment. Promotions of fundraising by Naperville area non-profit organizations will be permitted.
- B. Magazines or newspaper format publications with advertisements are not generally available as handouts in the libraries.
- C. Postings from outside organizations are subject to the availability of space. Materials will not be returned to any organization or individual.
- D. Material that advocates the election of or the defeat of a ballot issue, referendum or candidate for public office will not be displayed.
- E. Questionable items are referred to Library Managers. The Executive Director, or designee, reserves the right to make exceptions based on existing policy and will make final decisions regarding the availability and use of the facilities. Unapproved postings will be removed from the facilities.
- F. Permission to post at one building does not guarantee that there is space at another building. Specific time periods for postings cannot be guaranteed.

See Attachment

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Attachment to Policy No. 330

LETTER TO THE PUBLIC EXPLAINING POLICY NO. 330

Thank you for the materials you have given us to consider for public posting. The materials will be reviewed in accordance with Library Policy #330.

The Library receives an enormous volume of potential display materials. Adherence to the policy will be the primary criterion for posting, and space availability will determine the length of display time.

Because of the large number of postings we receive, the Library cannot return materials once they are left for consideration or have been displayed. Once materials have been left, the Library does not notify the originator that the materials will be or are currently displayed. Since materials are posted in a public area, items may be damaged or removed by visitors to that area.

Please consider the policy and conditions carefully. They may affect your decision to leave materials for display.

Approved: 4/8/86, Revised: 11/1/92, Reviewed: 11/3/93, Revised: 12/7/94, Revised: 12/21/94, Revised: 2/15/95, Revised & Approved 8/4/99; Reviewed & Approved 9/20/00; Reviewed & Approved 10/16/02; Revised & Approved: 10/20/04; Rev'd & Approved: 10/19/05; Rev'd & Approved: 10/18/06; Rev'd & Approved: 10/16/08; Rev'd & Approved: 11/19/2014; Approved 7/19/17.

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