

## Displays and Distribution of Non-Library Material

The Indian Trails Public Library District recognizes its position in the community as a conduit of information, both for information housed in the library and for information received from community organizations that are of interest to our members.

### Exhibits and Displays

The Library strives to provide space for displays that are consistent with the Library's mission to enhance the community and create opportunities through services, programs and materials which contribute positively to the Library's environment.

The Board of Trustees of the Indian Trails Public Library District and/or the Library Executive Director determines which exhibits will be displayed, and it reserves the right to preempt, cancel and/or refuse any display or exhibit in its sole and exclusive discretion.

Preference is given to displays that enhance Library programs, services, and mission. Displays may be refused if they:

- a. Would detract from the appearance of the facility;
- b. Would interfere with normal Library operations;
- c. Are poorly executed; or
- d. Would violate any applicable provisions of law.

The Library is the sole determiner of where the exhibit will be displayed. Available space and visitor traffic may be used to determine where an exhibit will be housed.

Displays or exhibit space may not be used for promoting political candidates, recruiting members, or urging action for or against any referendum or question.

The owner's/organization's name and contact information may be displayed.

The fact that items are for sale may be stated, but no sales may take place on Library property.

The Library assumes no responsibility for loss or damage to items displayed or loaned for exhibit. When material is at the Library on temporary display, the Library will endeavor to protect the material, but the owner and/or loaner assumes all risk for loss or damage to the displayed item or exhibit.

### Posting of Community Information

Items for display or distribution must first be approved by the Communications Department. The Library reserves the right to remove notices as needed, and all items not pre-approved by the Communication Department will be removed.

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Due to the volume of requests from local organizations, the Library only accepts postings of 8.5 x 11 inches or smaller from the following organizations directly serving residents who reside within the Library's boundaries or who partner with the Library in programs and/or services:

- Municipalities (school districts, government agencies, park districts)
- Community events sponsored/supported by governmental agencies.
- Job fairs from businesses that are in the Library's boundaries.
- Events sponsored by the Foundation for the Indian Trails Public Library District

When feasible, the Library will promote events from other groups via social media channels. The Library has the right to determine which information is appropriate for posting and may, on occasion, post from local nonprofits that are in partnership with the Library or are providing a service or information of interest to Library members.

The library does not post/promote the following:

- Commercial information
- Event information where there is a fee, with the exception of governmental agencies that charge fees for classes or events.
- Personal job ads or lost and found notices.
- Information that does not include a contact name and phone number.
- Fundraisers or bazaar information, with the exception of the ITPLD Foundation.
- Candidates for public office.
- Postings promoting action for or against a particular candidate, referendum or question.

All postings are at the discretion of the Communications Department.

**Distribution and Displays of Non-Library Material**

The Library does not provide space for non-library material to be distributed or displayed, unless specifically approved by the Library.

Free pamphlets, newspapers, brochures, etc., not specifically requested by the Library, are not accepted and will be disposed of. The Library seeks to get subscriptions to publications requested by members. These publications will be housed with magazines on the second floor.