

Bettendorf Public Library Information Center Public Posting and Display Policy

PURPOSE

The mission of the Bettendorf Public Library Information Center is to provide access to information and ideas for all. This policy establishes guidelines for the public display of materials within the Bettendorf Public Library Information Center.

ACCEPTABLE USE GUIDELINES

In keeping with its mission and as a public service, the Library provides space for public exhibit of: artistic works; promotional materials relating to non-library, non-profit community meetings and events; personal collections of objects or materials.

All spaces defined within this policy are limited to non-profit individuals, organizations, and activities. Materials which constitute advertising or promotion of a business or for-profit organization will not be accepted for display.

DISPLAY AREAS AND POSTING/DISTRIBUTION OPTIONS

I. Exhibit Walls

The library provides areas for public display on four (4) wall locations, available for the display of works of an artistic nature:

- a. *Art Gallery – Second Floor.* Walls within this area may be reserved by the public for the exhibit of works of art for a one-month interval.
- b. *Community Living Area- Main Floor (Fireplace)*
- c. *Quiet Area- Main Floor*
- d. *Young Adult Area- Main Floor*

Reservations for displays can be requested by phone, email, or in-person. Due to high public demand for these spaces, individuals or groups may exhibit *once* within a twelve-month period. The Library does not accept responsibility for materials on display. Any loss or damage to materials remains with the individual requesting display of the material. Generally, exhibits begin on the first of the month and are removed by the owner by the last day of the month. Nails or other materials used to hang the exhibit must be removed with the exhibit.

II. Informational/Promotional Materials Distribution

The library accepts a maximum of 20 copies of informational material for distribution to the public. The maximum size is 8½ X 11 inches.

Promotional materials must be submitted to the Service Desk located on the Library's Main Floor for review and approval by library staff in compliance with library policy. Library staff will place materials for distribution or display and remove/discard expired materials.

III. Display Cases

Display cases may be reserved for one-month intervals when not required for use by the Library. Reservations can be requested by phone, email or in-person.

IV. Community Announcements/Events/Display Areas

The Library provides public spaces suitable for the posting of community meeting announcements and events on the display board located in the library lobby.

Postings promoting non-profit events or activities sponsored by non-profit individuals or groups are permitted. Materials or notices advertising commercial events, *sale* events or solicitations for *personal* services/donations are not permitted. Sign size may not exceed 11X17 inches.

Individuals or non-profit organizations requesting to post or display material within this area can submit items to the Service Desk located on the Library's Main Floor for review and approval in compliance with library policy. Library staff will post materials and remove/discard expired materials. All signs will be stamped, dated, and initialed by library staff. Items which do not meet the guidelines of this or other library policies may be discarded or returned to the owner.

WEBSITE LINKS

The Bettendorf Public Library website is an online source of information for staff and the public. A limited number of links to other websites may be included on the Library's website as identified by staff as useful resources in responding to public requests for information. These sites are selected to enrich, broaden, and complement the Library's reference resources, as defined by library policy. Lists or links connecting outside sites to the Library's or City's webpages does not indicate or provide use as a full or partial public forum.

CONCLUSION

Use of library display or posting areas identified within this policy in no way implies endorsement by the Bettendorf Public Library or City of Bettendorf of the ideas, artistic themes, or the aims and goals of the individual or organization utilizing these spaces. The Bettendorf Public Library Board of Trustees,

Bettendorf Public Library staff, and/or the City of Bettendorf, are not responsible for accidents, injury, or loss of property while utilizing the Library's public display areas.

Note: Promotion of library-sponsored services is conducted at the discretion of the Library Director or designee. As such, the Library's use of display spaces may supersede public use of areas defined within this policy at the Director's discretion. Every attempt will be made to find an acceptable alternate location for public use.

Adopted by Board of Trustees
10/2000
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