

# Bettendorf Public Library Information Center Public Posting & 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 how and under what circumstances the public may post or display materials within the Bettendorf Public Library Information Center.

## **ACCEPTABLE USE GUIDELINES**

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

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

## **DISPLAY AREAS & 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 must be made in person, at the Administrative Services Office located on the second floor of the library via a signed application form.

\*\* Due to high public demand for these spaces, only Bettendorf area schools may exhibit annually. All others may exhibit *once* within a twenty-four month period. The library does not accept responsibility for materials on display. Any loss or damage to materials remains with the person displaying the material. Generally, exhibits begin on the first of the month and are removed by the owner on, or before, 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 materials for distribution to the public. The maximum size is 8 ½ by 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 this policy. Library staff will place materials in distribution, 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 must be made in person, at the Administrative Services Office located on the second floor of the library, via a signed application form.

## **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's lobby.

Only postings promoting events or activities sponsored by non-profit organizations are permitted. No materials or notices advertising: commercial events, garage-*type* or other *sale* event signs, or signs promoting *personal* services for which fees are charged, such as- but not limited to- baby sitting, cosmetics, lawn care, signs soliciting donations, etc. may be posted. Sign size may not exceed 11X17 inches.

Individuals or non-profit organizations requesting to post or display materials within this area should submit materials to the Service Desk located on the Library's Main Floor for review and approval in compliance with this policy. Library staff will post materials and remove/discard expired materials. All signs will be stamped, dated and initialed by Library staff.

Any sign found to be posted in violation of the guidelines outlined herein, will be removed and discarded.

## **WEBSITE/WEB-LINKS**

The Bettendorf Public Library web site is an online source of information for staff and patrons of the Library. Included on the site is a limited number of links to other web sites chosen because these links have been useful to staff in answering patron questions. These sites are selected to enrich, broaden, and

complement the print and audiovisual library materials available and must be consistent with the Library's *Collection Development Policy*. Criteria include currency, authority, organization and accessibility.

Online resources are constantly changing. Since these linked sites are not under the control of the Library they may change or disappear over time. New links will be added and current links evaluated regularly based on the *Collection Development Policy* criteria. Site links are not added to the library's website upon request. The listing or linking of outside sites to the Library's or City's web pages does not indicate or provide use as a full or partial public forum.

**CONCLUSION**

*Use of the Library's display areas in no way implies Library endorsement of ideas expressed within materials, artistic themes, or of 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 programs is conducted at the discretion of the Library Director or their designee. As such, display spaces or materials promoting Library programs and services may supersede aspects of, and/or public access to, 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  
Revised February 15, 2001  
Reviewed 11/05  
Revised 12/14  
Revised 6/15

**See also: Sale of Merchandise or Services on Library Property Policy**