

## **DISPLAYS**

### **Policy Statement:**

The library serves as a community gathering-place. In keeping with this role, the library occasionally allows nonprofit organizations, groups or individuals to set up noncommercial displays that serve the educational, cultural or civic needs of the community. (See policy MNG-11 Distribution of Non-Library Information)

### **Regulations:**

1. The Adult and Teen Services Department is responsible for the appearance of the adult and teen public service areas, including displays, exhibits, and community information brochure racks and bulletin boards. The Adult and Teen Services Manager will approve all displays, and distribution of non-library information in this area.
2. The Children's Services Department is responsible for the appearance of the children's room, including displays, exhibits, and community information brochure racks and bulletin boards. The Children's Services Manager will approve all displays, exhibits and distribution of non-library information in this area.
3. Displays should be in accordance with the library's mission and goals. Library display space may be used by non-profit, non-commercial organizations, groups or individuals which share the library's goal of serving the educational, cultural, and civic needs of the community.
4. Displays that endorse a particular political issue, belief, or candidate are not accepted. (see policy MNG-11, Distribution of Non-library Information)
5. The library reserves the right to determine where and how information will be displayed or placed.
6. The library reserves the right to deny permission of informational material for display and/or distribution that is in conflict with this policy. (see policy MNG-11, Distribution of Non-Library Information)
7. The display in the library does not imply endorsement of any group or organization by the Manhattan Public Library.
8. The name of the sponsoring organization or agency should be clearly identified on all and displays.
9. The library cannot be held liable for the preservation, protection, or possible damage or theft of any item displayed.

10. Use of display space for library purposes will take precedence over requests from outside agencies or individuals.
11. Displays for events or services that charge fees may be posted if the organization or agency offering them is non-profit and non-commercial.
12. Installation and removal of a non-library-related display will be the responsibility of the agency or individual who filled out the request for display space. Staff will oversee the installation of all exhibits.