INDIAN RIVER AREA LIBRARY

Displays and Postings Policy

1. STATEMENT of PURPOSE

It is the policy of the Indian River Area Library to promote its collection through displays of materials throughout the Library. The Indian River Area Library uses its display cases, boards, and tables to promote Library and community events and services.

2. GENERAL GUIDELINES

1. Library and Friends of the Library programs, events, and services take priority over all other items.
2. Posting information is open to all groups, regardless of religious or social ideology. However, if space is limited, priority will be given to not-for-profit or civic groups located within the Library’s legal service area.
3. The Library reserves the right to reschedule, move, or remove items to better fit their program needs.
4. The Library does not endorse any materials distributed or posted by other organizations.
5. No postings or displays of a partisan political nature will be placed in the Library.
6. No individual or business literature may be displayed, including but not limited to: babysitting or daycare services, job offers or requests, or personal services.
7. Businesses providing a community event may be posted for up to two weeks prior to the event.
8. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people, or organization is strictly prohibited.
9. The Library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals inside the Library or on Library grounds.
10. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any items displayed or exhibited. All items placed in the Library or on Library grounds are there at the owner’s risk.

3. GUIDELINES FOR DISPLAYS

Bulletin Boards

The Indian River Area Library encourages the display of informational brochures, pamphlets, and posters announcing area civic, educational, and cultural events of interest to the community.

1. Posters will be no larger than 11” x 17” and brochures will be no larger than 8.5” x 11”.
2. Materials cannot be returned unless prior arrangements have been made.
3. Materials which are not date-sensitive will be displayed for no more than one month.
All materials must be approved by a Library staff member before posting. Any postings made without a Library staff member’s approval will be removed.

Pamphlets

The Indian River Area Library has limited space to provide groups an area to leave pamphlets and brochures. The Library reserves the right to decide appropriate placement for such pamphlets and brochures. Pamphlets and brochures must not exceed 8.5” x 11” in size.

Artists Display

1. The Library will not take permanent custody of historical objects, crafts, photos, artwork, or any other objects meant for display.
2. Display items must be approved of by the Library Board of Trustees and/or the Library Decoration Committee.
3. If the items are allowed for display, the Library takes no responsibility for the safety or maintenance of such objects. The owner will be notified by phone when the display period is over.
4. A release form must be signed by the exhibitor before any item can be displayed in the Library or on Library grounds.

INDIAN RIVER AREA LIBRARY DISPLAY AND EXHIBIT RELEASE FORM

I, the undersigned, hereby lend the following works of art or other material to the Indian River Area Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while the items are in the possession of the Library.

Exhibition to be held in the _____________________________________

During ________________________________________________

Description of materials loaned
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signature _____________________________________ Date __________________________

Address ______________________________________ Telephone ____________________

Displays and Postings Policy – Reviewed & Approved March 23, 2022