

MGT-11: Displays and Distribution of Non-Library Materials Policy

Adopted: 9/18/2014, Last Revised: 2/21/2019

Policy Statement

As an educational and cultural institution and as part of its public service, the Orion Township Public Library (OTPL) provides designated areas for displays, handouts, announcements of interest and petitioning.

Regulations

1. General
 - a. The library, individuals, other nonprofit organizations, community groups or governmental agencies may provide materials.
 - b. Businesses may provide materials for advertising purposes only as defined in section 6 below.
 - c. Content shall meet the criteria upheld by library staff in the *Materials Selection Collection Development Policy*.
 - d. Displays, handouts and announcements must be approved by the library director or appointed designee(s) before being set up or posted.
2. Displays and Exhibits
 - a. The library retains priority rights to all display space for library purposes.
 - b. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
 - c. Displays must support the mission of the library and not cause disruption of the regular flow of library work and service.
 - d. The library may limit the size of the display, number of items, schedule and the frequency an individual or group has a display.
 - e. Setup and removal of displays during regular library hours are the responsibility of the owner.
 - f. The library assumes no liability in the event of damage, destruction or theft of a display.
 - g. A sign stating the sponsorship of the display may be included. Values of displayed items shall not be included.
3. Handouts and Announcements
 - a. Distribution or posting of materials by the library does not indicate the library's endorsement of the issue or events promoted by those materials.
 - b. Unapproved materials will be disposed of at the library's discretion.
 - c. The library and Friends of OTPL retain priority rights to space for handouts and announcements. Materials from other eligible organizations will be posted by library staff as space permits and may be removed at any time.
5. Sales and Fundraising - The library does not allow panhandling or the sale or promotion of goods, services or fundraising events by members of the public in the library building, on the grounds or in the parking lot. The only merchandising

activities permitted are library or Friends of OTPL-sponsored sales or activities approved by the library director.

6. Advertising

a. Lobby TV Monitor - Slides can be purchased for display on the library's lobby TV monitor.

i. Ad slide will run for one week. It will run on an ongoing basis.

ii. A maximum of 5 ads will run each week.

iii. Content shall not include the controversial topics of politics, sex, and religion.

iii. Fees for advertising are defined in the *Fines and Fees Policy*.

7. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.