

## **Displays, Solicitation, and Distribution of Literature Policy**

### **Displays**

As an educational and cultural institution, Bacon Memorial District Library welcomes exhibits and displays from individuals and non-profit organizations. Displays must be of an educational, cultural, civic or recreational nature. Displays from for-profit organizations that may benefit the public will be evaluated on an individual basis by the director and may be permitted.

Exhibits in the library are seen by the public, both children and adults. All materials displayed must be acceptable for viewing by any age.

A librarian will schedule the exhibits and designate the space to be used. It is the responsibility of the exhibitor to set up and remove the exhibit. Exhibits will be placed in a locked showcase unless an open exhibit is more appropriate and approved by the exhibitor, but Bacon Library assumes no liability in the event of damage, destruction or theft of the materials on display.

### **Handouts and Bulletin Boards**

The Library, at its discretion, acts as a distribution point for handout materials for public awareness of an educational, cultural, civic or recreational nature, as well as handouts prepared by the Library to promote materials and services. Specified areas within the library are made available for such handouts.

The Library, at its discretion, will provide reasonable space for announcements and notices of programs and activities sponsored by non-profit civic, cultural, and educational groups through a bulletin board in the front vestibule. The bulletin board inside the library, shelf endcaps, walls, and doors and windows are used for announcing library-related events only.

The Library retains the right to remove announcements and literature that are not from the above categories, or that are outdated, at any time. When space is limited, priority is given to announcements for programs and activities sponsored by Wyandotte area groups and organizations, especially those that are free of charge and open to the public.

### **Petitioning, Solicitation or Distribution of Literature**

The Library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public within the facility. Failure to comply will result in suspension of library privileges.

Groups or individuals who wish to petition, solicit, canvass or distribute literature to the public outside of the facility will be limited to public sidewalks at least 6 feet from entrances and

overhangs. However, no person shall block ingress or egress from the library building or interfere with the use of the facility and/or grounds.

Use of the library property by petitioners does not indicate the library's opposition or endorsement of the candidate or issue that is the subject of the petition, and the library will not assist the petitioners in the solicitation of signatures.

Sales, solicitations and/or solicitations of monetary donations of any kind by outside organizations are prohibited unless incidental to library programming and require advance approval by the Library Director.

With approval of the Library Director or a designated staff person, community nonprofit organizations may place containers in the library or on library property to collect approved non-monetary donations as space allows, in areas designated by the library. The length of time for collecting donations may be limited by the library.