



Number: 3
Category: Library Services

Policy Title: INFORMATIONAL EXHIBITS, DISPLAYS, BULLETIN BOARDS AND PAMPHLET RACKS

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PURPOSE AND AVAILABILITY

As an expression of its mission to create collaborative spaces and support open access to diverse materials and resources, the L.E. Phillips Memorial Public Library provides public space for display, including information exhibits, displays, bulletin boards, and pamphlet racks. This service is extended in the spirit of community and to provide access to a wide variety of cultural, educational, and informational sources.

POSTING GUIDELINES

Community notices and information can be posted in designated areas, subject to the following priorities:

1. L.E. Phillips Memorial Public Library programs and information.
2. Information from the City of Eau Claire and other government agencies.
3. Programs of a cultural, recreational, educational, or community service nature sponsored by a 501(c)(3) non-profit organization.
4. Free educational programs sponsored by for-profit organizations, subject to staff approval.

Items displayed should be of a reasonable size. The appearance and content must be suitable for the Library's general public service area. Items can be made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

The library will not display product advertisements, legal notices, notices of sale, or listings of a personal or professional service. Religious and political materials which have the primary effect to proselytize for a single point of view will not be displayed.

Library staff will discard items not appropriate for placement, items posted or displayed outside the designated areas, excess copies of posted items, anything posted over other items, or any items that have been posted for an excessive amount of time. Library staff may discard items to make room for other display materials, according to the numbered priorities listed above.

Staff will follow this policy when making decisions about placement of materials. Display of materials does not constitute endorsement of the views of the exhibitor by the Library.

Space is available to the public on a first-come, first-served basis, and requests are subject to applicable procedures. The Library reserves the right to limit the duration of an exhibit and the frequency of the use of library space by an individual or group.

Requests for use of brochure racks, bulletin boards, exhibit or display requests must be directed to either the Programming and Communications Services Manager, Reference Services Manager or Youth Services Manager, depending on the viewing location desired.