

Hinsdale Public Library Display Policy

Display Policy Purpose

The Board of Trustees of the Hinsdale Public Library has established these guidelines to govern the use by the public of library space for displays, notices, handouts, and other promotional activities. In general, the library strives to provide space for the community to share information in accordance with the library's mission.

Display Cases

Permitted Uses

Library display space may be used by organizations that, by virtue of their purpose and membership, complement the library's goal of serving the educational, cultural, and civic needs of the Hinsdale community, and by individuals who wish to mount exhibits of art works, handicrafts, or collections that enhance the library's role as a cultural agency in the community.

Facilities

Display cases are located on the library's main and lower levels. No display shall be placed in these cases, nor will any case be reserved, without the formal approval of the Circulation Display Coordinator or the Youth and Young Adult Services Display Coordinator, as appropriate. Specific authorization from the Executive Director is required for an organization or individual to mount a display in some other area of the library.

Application and Approval Process

Organizations and individuals wishing to use a display case must submit a Library Display Case Reservation Request form (attached) to the Circulation Services Desk (for cases located on the main level) or the Youth and Young Adult Services Desk (for the cases located on the lower level). The organizations or the individual must provide a liaison who is a Hinsdale resident, or is affiliated with a Hinsdale-based organization, sponsor or institution, and is at least 18 years old. The liaison/sponsor must sign the reservation request form and agree to bear ultimate responsibility for the display and to ensure that it is mounted and removed according to the schedule and that its contents and design are consistent with the requirements and guidelines set forth in this policy.

Reservation requests will not be approved unless and until all the information and signatures required for the request form have been provided.

Reservations

When not being used by library or library-related organizations, display cases may be reserved up to 12 months in advance, on a first-come, first-served basis. No group or individual, with the exception of the library, the Friends of the Library, and the Hinsdale Public Library Foundation, may place more than two reservations in a 12-month period. Additional displays will be permitted without advance reservation if a case is available one month prior to exhibition.

Duration

A display case may be reserved for a maximum of one calendar month. Displays must be removed from the library in a timely manner. The library reserves the right to remove and dispose of any display left beyond its termination date. Displays must be set up and taken down during regular library hours.

Information about Displays

The name of the organization or individual using a display case must appear clearly and prominently in the display. Completed Library Display Case Reservation Request forms are public records and will be made available to the public or press upon written request.

Responsibility for Materials on Display

The library will take reasonable measures to safeguard displays, but displays are accepted with the understanding that the library is not liable for any damage to or theft of materials offered for display.

Notices and Handouts

Permitted Uses

With approval as provided below, organizations may post notices and leave handouts of an educational, cultural, or civic nature in the library.

Facilities

Notices, brochures, and handouts may be displayed in the library entryway. Limited space is also available for both notices and handouts in the Youth Services Department.

Specific authorization from the Executive Director is required for an organization to have a notice posted or a handout displayed in any other location.

Approval Process

No notice shall be posted, nor any handout displayed, without the approval of the Reference and Adult Services Manager (for areas located on the main level), the Youth and Young Adult Services Manager (for areas located on the lower level), the Executive Director, or the Assistant Director. Organizations may not post notices or place handouts themselves; the library reserves the right to determine exactly where a notice or handout will be located, and how it is to be displayed.

Duration

Notices and handouts will be removed and disposed of after they become dated, or earlier if, in the opinion of designated library staff, they have been displayed for a reasonable period and space is needed for other material.

Promotional Activities

Sales and Promotions

Library-related organizations such as the Friends of the Library and the Hinsdale Public Library Foundation may have special sales or promotions in the library. Any similar activity by another organization or individuals is prohibited unless specifically authorized by the Library Board.

General

Priorities

Display cases, bulletin boards, and areas where handouts may be placed are also needed to publicize library and library-related programs, activities, services, and materials, and to post required legal notices. Priority shall be given to these needs.

Prohibited Uses and Practices

Library display space may not be used to promote or advertise, directly or indirectly, a commercial product or service.

Materials urging support of or opposition to candidates for office in a particular election or to issues on the ballot are prohibited.

Materials that a reasonable person would believe to be an endorsement of religion or religious belief by the library are also prohibited.

No material which is obscene, defamatory, invades a particular person's privacy, or directly incites violence may be posted or displayed.

Prices may not be affixed to any material on display, although an exhibitor's name, address and telephone number may be posted.

Material and equipment that, in the opinion of the Executive Director, are potentially dangerous to library users, staff, or property may not be brought into any area of the library.

Solicitations

Organizations and individuals may not solicit money or donations in the library; nor may any receptacle be placed in the library soliciting donations without permission from the Executive Director. Displays, notices, and handouts announcing or promoting fundraising programs and activities sponsored by not-for-profit organizations will be permitted, provided the requirements stipulated in this policy statement are met.

Sponsorship or Endorsement

Allowing the use of library space by an organization or individual for displays or related activities does not constitute library sponsorship of that organization or individual or the viewpoints or activities they are promoting. Advertisements or announcements that either directly or indirectly imply otherwise shall not be permitted.

Non-Compliance

The library reserves the right to refuse or remove any display, notice, or handout that does not comply with these policies and guidelines.

Situations Not Covered

Any situation not specifically covered above will be resolved by the Executive Director.

Appeal Process

Decisions by the Executive Director to refuse or remove a display, notice, or handout may be appealed. Such an appeal must be made in writing to the Library Board no more than 14 days after formal notification of the Executive Director's decision is received. After the written appeal is received, the Board President will appoint a

committee of library trustees to review the matter and this committee will make its recommendation to the Board within 60 days. The Board will make a determination about the appeal no later than 90 days from receipt of the appeal.

LIBRARY DISPLAY CASE RESERVATION REQUEST

Liaison/Sponsor: (must be a Hinsdale resident, or affiliated with a Hinsdale-based organization, and at least 18 years old)

Name _____

Library Card Number _____

Address: _____

Phone: _____

Organization* _____

*Organizations, institutions, sponsors or individuals must, by virtue of their purpose and membership, complement the library's goal of serving the educational, cultural, and civic needs of the Hinsdale community. Displays by individuals are limited to exhibits of artworks, handicrafts, or collections that enhance the library's role as a cultural agency in the community.

Applicant's Name: (If different than above)

Name: _____

Address: _____

Phone: _____

Briefly describe the nature and purpose of the display:

Month you wish to reserve display case:

(Cases are booked by the calendar month only.)

Do you have a display case preference? Yes _____ No _____

If yes, what number? _____

General Guidelines for Focus and Appearance of Display

The library display cases afford organizations the opportunity to inform the community about themselves, their purposes, goals and services or events they sponsor or become involved with. An organization should make such information the primary focus of its display. Displays should visually enhance the library and care should be taken to make them attractive, with the name of their organization prominent and legible.

I have reviewed, understand, and agree to abide by the Hinsdale Public Library Display Policy which governs the reservation and use of library display cases. I agree to assume responsibility for the display and to insure that it is mounted and removed on time and that its contents and design are consistent with the requirements and guidelines set forth in the above-mentioned policy.

Signature of Liaison/Sponsor: _____

Date: _____

For Library Use:

Application received by: _____

Date: _____

Application approved by: _____

Date: _____

Confirmation letter sent by: _____

Date: _____

Comments/notes: