

**WG Rhea Public Library**  
**Displays, Handouts and Community Bulletin Board Policy**

As an educational and cultural institution, the Library provides information to the community through displays, handouts, announcements, and exhibits in designated areas. Additionally, the Library provides a designated bulletin board for community members to post notices.

**1) Priority and Approval**

The Library has first priority for all exhibit and display space for the library purposes. Approval for all exhibits, displays, and notices shall be made by the Director. Unapproved materials will be removed at the Library's discretion. Interpretation of this policy rests with the Library Director.

**2) Eligibility and Space Availability**

Materials may be provided by the Library or other non-profit organizations, community groups, individuals, educational institutions, or government agencies. Handouts provided by businesses may be considered if they inform and benefit the community. Individual bulletin board notices will be posted on a first come, first served basis as space is available.

**3) Limitations**

The Library reserves the right to limit the size and the number of items, the schedule of any display, and the frequency with which the group or organization may have a display. All Library rules and policies must be followed by the groups putting up the displays such as no food, drink, and noise control etc. while in the library. These limitations also apply to individual notices on the Community Bulletin Board.

**4) Endorsement**

Distribution or posting of materials by the Library does not necessarily indicate the Library's endorsement of the issue, events or information promoted by those materials.

**5) Fees**

All exhibits and displays are offered to the Library on a voluntary, non-fee basis.

## **6) Security and Liability**

The Library assumes no liability in the event of damage, destruction, or theft of a display.

## **7) Removal of Display Item(s)**

Those items displayed by non-Library entities must be removed from the Library immediately at the termination of the exhibit or as agreed with the Director. If not removed within 30 days, they shall be destroyed at the discretion of the Library Director. Individual postings on the Community Bulletin Board will be assessed weekly and removed at the discretion of the Director.

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