

CLINTONVILLE PUBLIC LIBRARY  
DISPLAYS AND EXHIBITS POLICY

Prior Date of Review and Approval: 21 December 1994, 21 February 2007

Revised & Approved: 20 August 2009

The use, by individuals and organizations, of the Library's facilities for announcements, displays and/or exhibits or the disbursement of materials, other than those relating to the library, is not a right but a privilege which is subject to review by the Clintonville Public Library Board of Trustees.

The Library Director may grant the privilege of placing exhibits, announcements, or displays in the library, subject to the following guidelines:

1. No poster, display, exhibit, pamphlet, brochure, leaflet, booklet or audiovisual material shall be exhibited, displayed or placed in the Library for distribution without permission from the Library Director.
2. No outside organization or individual shall be permitted to display, exhibit, or distribute any religious or political materials; however, posters announcing bazaars or programs sponsored by any local educational, religious, civic, or fraternal organizations may be displayed provided there is room and they are of reasonable size. Such posters shall be on a "first come first serve" basis.
3. No organization or individual shall be permitted to place in the library any box, receptacle or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or items sold by any commercial or charitable enterprise.
4. A "Jobs Board" will be made available as a public service for area employers who can guarantee at least an hourly wage that complies with the Federal Fair Labor Standards Act for minimum wage. Postings of business opportunities that cannot make this guarantee, multi-level marketing businesses, or other business ventures that require an initial investment on the part of the applicant, are excluded from posting. Staffing and/or temporary employment services may only post specific part-time and full-time jobs. Job "types" used for the purpose solely for advertising are excluded. All postings must be for positions within a 15 mile radius of the Clintonville City Hall and must be consistent with the mission and policies of the Library. The Library retains the right to refuse an employer, for any reason, the right to post jobs.
5. All announcements, displays, or exhibits shall normally be removed from the library display and exhibits areas after 30 days so as to allow fair use of such areas.

6. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.

*I, the undersigned, have read and understand the Library's policy. I lend the following works of art or other material to the Clintonville Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.*

*Description of materials loaned* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Address* \_\_\_\_\_ *Telephone* \_\_\_\_\_