



DISPLAYS AND DISTRIBUTION POLICY NO. 9

Library bulletin boards and display areas are intended primarily for promotion of Library and City of Walla Walla services and activities. However, consistent with the Library's role as a community information source, the Library may offer bulletin board and display space to community groups and organizations on a space available basis. The use of display space serves to make the Library interesting and inviting, and assists the library in empowering our community with the tools to grow, connect and imagine. The purpose of this policy is to outline guidelines for materials that may be displayed, exhibited, or distributed within the Library.

Bulletin Boards and Literature Racks

The bulletin boards and literature racks are available to organizations and groups engaged in educational, cultural, intellectual and charitable activities to post information about community activities, events and services.

Material accepted for posting must meet the following conditions:

- New postings must be submitted to the Circulation Desk for approval. Items posted without approval will be removed.
- Postings are limited to non-commercial civic, educational, and community events and services.
- Postings that are commercial advertisements, politically partisan, promote a particular religion, are of a personal matter, or contain a solicitation are not accepted and will be removed.
- In order to ensure fair access to limited space, no organization will have permanent space on either the bulletin boards or the literature racks.
- Postings will be removed after the event occurs or after 30 days.
- If space isn't sufficient to meet demand, priority will be given to library related information and information most closely related to the local community.
- Postings and distribution of material does not constitute endorsement by the Library, the Library Board, or the City of Walla Walla.
- The Library reserves the right to remove materials not in compliance with Library guidelines.

Information Tables

The Library may make available limited space to organizations looking to connect with the community. Information tables to share community resources may be considered under the following conditions:

- The organization is a Library partner that provides a mutually beneficial relationship with the Library.
- Information tables that are commercial, politically partisan, promote a particular religion, are of a personal matter, or contain a solicitation will not be allowed.

- Placement of information tables is not guaranteed and availability will vary based on Library activities.
- The Library reserves the right to cancel or discontinue an information table for any reason.
- Requests for information table space must be approved by the Library Director or designated staff.
- The presence of an information table does not constitute endorsement of the organization or the information being distributed by the Library, the Library Board, or the City of Walla Walla.

Exhibits

The Library may host an exhibit or display of material loaned by individuals, businesses, or agencies where there is space and staff time available. The Library may host an exhibit or display of material loaned by individuals, businesses, or agencies when there is space and staff time available. The following must be followed when requesting and displaying exhibits:

- Exhibits must be informational, artistic, historical, cultural, or educational in matter and must be of sufficient interest to the community.
- The exhibit will include a clearly visible sign identifying the individual or group responsible for the exhibit.
- Prices may not be attached to articles displayed.
- The Library further reserves the right to remove items from display which are a risk to public health, safety, welfare or constitute a public nuisance.
- The Library assumes no legal or financial responsibility for the preservation, protection, possible damage, or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk. The Library will not provide storage for the property of organizations or individuals displaying exhibits in the Library.
- Exhibitors are responsible for setup and removal of exhibits and must adhere to the agreed-upon setup and removal dates. Exhibits not removed by the agreed-upon date will have their work removed by Library staff. The Library shall not be held responsible for any damage or loss resulting from removing an exhibit.
- All items must be picked up during Library hours within 14 days of the exhibit end. Items not picked up will become property of the Library.
- The Library reserves the right to control the timeline of an exhibit, including the ability to shorten the agreed upon dates at the discretion of the Library Director or designee.
- Exhibitors assume responsibility for any damage to Library property resulting from their use of Library facilities. The Library may assess charges for damage.
- An exhibit may be cancelled at any time if exhibitors have not met the listed conditions or if the space is needed for library use.
- The presence of an exhibit in the Library does not constitute the Library's, the Library Board's or the City of Walla Walla's endorsement with the message projected by the exhibit.

Displays

Display space within the Library is primarily used to promote library activities, materials, and services. The Library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays.

Displays are created to represent our diverse community and a wide spectrum of viewpoints and topics. Thoughtfully curated displays play an essential role in informing and inspiring individuals of

all ages and backgrounds. Library staff may follow, but are not limited to, this set of criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs, interests, and inclusivity
- Historical, cultural, or educational significance
- Connection to the community or national programs, events, and celebrations
- Relation to Library collections, resources, programs, and services
- Availability of display space
- Connection to the Library Strategic Plan, Mission, and Vision

Suggestions for displays in the Library are welcome and can be made to library personnel. Not all suggestions can be accepted.

Serving a diverse population potentially results in some exhibits or displays being more relevant to certain patron populations than others. As an institution that supports intellectual freedom, we value diversity in thought. We support residents in their right to pursue information on all sides of a subject. ALA's Bill of Rights, Freedom to Read, and Freedom to View principles will be adhered to at the Library. The Library will not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

If a patron within the Library's service area wishes to request a display or exhibit be reconsidered they may fill out the Request for Reconsideration of Materials form. Forms should specify the display or exhibit in question. The Library Director will review the recommendation, make the final decision, and reply to the individual in writing. The Library Director will inform the Library Board of the decision reached about the material requested for review at its next scheduled meeting.

Adopted: May 14, 1979
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