

## **ESTHERVILLE PUBLIC LIBRARY DISPLAYS, EXHIBITS AND POSTERS**

Displays, exhibits and posters in the Estherville Public Library are seen by anyone who enters the library. The materials of the exhibits must therefore meet what is generally known as "a standard acceptable to the community."

Space permitting, the library will post notices of government, non-profit or educational activities or events.

### **The following general guidelines apply:**

1. Library sponsored events and information concerning local city or county government will be given priority over available posting space.
2. Posters, notices and material for distribution should be submitted to the staff person on duty. Nothing may be posted or removed from bulletin board except by authorized library staff members.
3. Approved items will remain posted at the discretion of the Estherville Public Library staff and subject to limits of space (generally not to exceed one month).
4. Posters and notices with printed price charges may be accepted, but not those announcing events of a strictly commercial character.
5. In the field of education, notices of courses given by educational institutions or sponsored by recognized community groups might be accepted, but not those publicizing instruction or courses by individual teachers or private firms.
6. Persons are strictly forbidden to distribute for-profit advertising literature in the library buildings, to circulate or post petitions, to post personal ads, or to solicit funds for any purpose (aside from fundraisers benefiting the library directly). The library will not act as a distribution center for free materials that deal with controversial issues, written from one point of view only. Neither will the Estherville Public Library act as an agent to sell any type of material no matter how worthy the cause. No organization or individual will be permitted to place in the library any box or receptacle which solicits donations.
7. The Estherville Public Library is selective in making notices available for quantity distribution. No notice may be put out without the Director's approval.
8. Posting of notices and distribution of material does not imply endorsement by the Estherville Public Library.
9. In all instances the Estherville Public Library reserves the right to refuse any notice it considers too commercial, in bad taste, or of doubtful value.
10. Those offering items for display do so at their own risk. Display cases will be kept locked, but no further security is offered. Any damage or theft will be reported to the lender as soon as staff are made aware.

### **Posters to be displayed:**

1. No posters of a political nature will be displayed in the Estherville Public Library. This includes student groups. Exceptions of this rule, at the discretion of the Director of Library Services, would be political materials of a non-partisan nature that educates the public on bond issues, tax levies, other non-partisan issues. Governmental bodies are prohibited from displaying political posters, brochures, flyers, or promotional literature of any type that expressly advocates ballot issues, candidates, or other political committees.
2. The only lost and found items that may be posted are items lost or found in the Estherville Public Library

**Revised: 06/2012, 10/2016**

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