SUBJECT: USE OF LIBRARY SPACE FOR POSTINGS, HANDOUTS, AND DISPLAYS

I. PURPOSE
The purpose of this policy is to clarify, for patrons and staff, the procedures for use of the bulletin boards and limited public display space at Naperville Public Library buildings.

II. SCOPE
Bulletin boards and designated display areas, administered and maintained by staff, are available at all facilities. Designated display space is available for items from units of local government and local non-profit organizations to promote awareness of services and events of interest to residents in the local community. Organizations based in Naperville will be given priority. Only Library or City sponsored table displays are permitted.

Space permitting, promotion of services and events offered by commercial entities will be posted if they are of an artistic, cultural, educational, civic, or historical nature.

III. GENERAL GUIDELINES
Staff will determine an item’s suitability for display based on the following general guidelines.

A. Under no circumstances may facilities be used to advertise or sell personal or commercial items or services (autos, used furniture, day care, house cleaning, tutoring, etc.) or for personal or commercial solicitation, fundraising, or recruitment. Promotions of fundraising by Naperville area non-profit organizations will be permitted.

B. Magazines or newspaper format publications with advertisements are not generally available as handouts in the libraries.

C. Postings from outside organizations are subject to the availability of space. A single item up to 12 x 17 inches will be accepted. The Library cannot be responsible for the care or condition of any material displayed. Materials will not be returned to any organization or individual.

D. Material that advocates the election of or the defeat of a ballot issue, referendum or candidate for public office will not be displayed.

E. Questionable items are referred to Library Managers. The Executive Director, or designee, reserves the right to make exceptions based on existing policy and
will make final decisions regarding the availability and use of the facilities. Unapproved postings will be removed from the facilities.

F. Permission to post at one building does not guarantee that there is space at another building. Specific time periods for postings cannot be guaranteed.

G. The Naperville Garden Club has provided arrangements in the Nichols Library since 1986. The League of Women Voters regularly sets up tables in the facilities to register Naperville residents to vote. These long-term partnerships are grandfathered into this policy.

See Attachment
LETTER TO THE PUBLIC EXPLAINING POLICY NO. 330

Thank you for the materials you have given us to consider for public posting. The materials will be reviewed in accordance with Library Policy #330.

The Library receives an enormous volume of potential display materials. Space availability will be the primary criteria in determining length of display time and size of postings considered.

Because of the large number of postings we receive, the Library cannot return materials once they are left for consideration or have been displayed. Once materials have been left, the Library does not notify the originator that the materials will be or are currently displayed. Since materials are posted in a public area, items may be damaged or removed by visitors to that area.

Please consider the policy and conditions carefully. They may affect your decision to leave materials for display.

Approved: 4/8/86, Revised: 11/1/92, Reviewed: 11/3/93, Revised: 12/7/94, Revised: 12/21/94, Revised: 2/15/95, Revised & Approved 8/4/99; Reviewed & Approved 9/20/00; Reviewed & Approved 10/16/02; Revised & Approved: 10/20/04; Rev’d & Approved: 10/19/05; Rev’d & Approved: 10/18/06; Rev’d & Approved: 10/16/08