



# Public Use of Library Displays Policy

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## Displays at the Library

Government or educational institution sponsored displays are permitted at the Library's discretion. The Library does not host displays of items from other types of organizations. However, the Library does work with community organizations to create displays of Library materials with relevant content curated by Library staff (for example, working with the DuPage Children's Museum on a display with books that complement a current exhibit). Space to display magazines or newspaper format publications is generally not available in the libraries.

## Public Art

Public art display space is available at all three locations. Procedures for submitting artwork for consideration can be found [on the Library's website](#). Public art displays may also be considered in other areas at the Library's discretion. The Library Managers and designated staff members at each location are responsible for determining whether an artist's work is of a nature, format, and quality appropriate for the gallery area.

## Community Bulletin Boards

Community bulletin boards are administered and maintained by staff at all facilities. The purpose of these bulletin boards is to provide space for flyers and posters that promote awareness of services and events of interest to residents in the local community. Organizations based in Naperville will be given priority. Display of flyers and publicity from outside organizations is at the library's discretion based on the following:

- All postings will be approved by the Library Manager. The Executive Director, or designee, reserves the right to make exceptions based on existing policy and will make final decisions.
- Postings from outside organizations are subject to the availability of space. Materials will not be returned to any organization or individual.
- Permission to post at one building does not guarantee that there is space at another building. Specific time periods for postings cannot be guaranteed.
- Advertisements to sell personal or commercial items or services, or for personal or commercial solicitation, fundraising, or recruitment are not permitted. Promotions of fundraising by Naperville area non-profit organizations may be considered by the Library staff.
- Material that advocates for the election of or the defeat of a ballot issue, a referendum, or a candidate for public office will not be displayed.
- Unapproved postings will be taken down by Library staff.

## Revision History

Approved 4/8/86; Approved 11/1/92; Approved 11/3/93; Approved 12/7/94; Approved 12/21/94; Approved 2/15/95; Approved 8/4/99; Approved 9/20/00; Approved 10/16/02; Approved 10/20/04; Approved 10/19/05; Approved 10/18/06; Approved 10/16/08; Approved 10/20/10; Approved 11/14/12; Approved 11/19/14; Approved 7/19/17; Approved 11/18/20; Approved 2/16/22