



Use of Library Displays Policy

Bulletin boards and designated display areas, administered and maintained by staff, are available at all facilities. Designated display space is available to promote awareness of services and events of interest to residents in the local community. Organizations based in Naperville will be given priority. Library, government, or educational institution sponsored table displays are permitted at the library's discretion.

Public art display space is available at the 95th Street and Nichols Libraries. Procedures for submitting artwork for consideration can be found [on the Library's website](#).

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 regarding the availability and use of the facilities.
- 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.
- Space to display magazines or newspaper format publications is generally not available in the libraries.
- Advertisements to sell personal or commercial items or services, or for personal or commercial solicitation, fundraising, or recruitment are generally not permitted. Promotions of fundraising by Naperville area non-profit organizations may be considered by the library staff.
- Material that advocates the election of or the defeat of a ballot issue, referendum or 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