

## **PUBLIC DISPLAYS**

The public bulletin board, brochure tables, and display cases are services provided by the library to promote library, city, community, educational, and informational events and materials.

The display areas are available free of charge for individuals or organizations engaged in educational, cultural, recreational, or intellectual activities. They are not available for money-raising or commercial purposes, with the exception of fund-raisers held by the Caldwell Public Library Page Turners.

Displays are for information about civic, cultural, educational and recreational programs of likely interest to the local community. Displays may include such forms as:

Presentation of books, visual arts, crafts, paintings, and drawings, sculpture, and a variety of media.

Promotion of interest in the use of books and other library resources.

Information about community affairs, organizations, services and activities.

Civic groups, service clubs, nonprofit organizations, and governmental units promoting free or nominal charge events are typical sponsors of these activities. No political candidate or proposition materials, commercial promotions or private events, such as yard sales, and "services provided," are eligible for display.

Individuals or groups who wish to display items may apply to the library to have their materials displayed. Applications are reviewed on a first come, first serve basis. The Display Request Form is to be submitted to Caldwell Public Library via email or in person. All materials for display or distribution must be approved at the circulation desk.

The displaying individual or group will be responsible for the items on display. The cases are locked, but the wall display areas are not. Library insurance will not cover displayed items. Individuals or groups using the display areas must fill out the Display Request Form which includes an acknowledgment that the requester is responsible for the collection and not the library. Only the signer/signers of the form will be allowed to add or remove items from the display.

Displays will generally be scheduled for two to four weeks. Director approval is required for displays lasting more than one month. Materials on the bulletin board will be displayed for no longer than 30 days. Materials on the brochure tables will be rotated to allow space for new items.

Flyers for community bulletin boards are subject to curation, but do not require an application. The library reserves the right to refuse or revoke permission to use any display area. Permission to use display areas does not constitute an endorsement by the library of the group's policies or beliefs.