

DISPLAYS/EXHIBITS/PETITIONING POLICIES

In the spirit of community partnerships, Carleton A Friday Memorial Library provides designated space on a public bulletin board for announcements and notices of local community events. In addition to the public bulletin board, a designated display area is available for distribution of free handouts, notices and other materials which may be of interest to the community. Though the library may be providing space for a display or exhibit, this does not indicate that the library endorses the position promoted. All information that complies with the Displays/Exhibits/Petitioning policies set forth in this document will be posted as space is available.

Displays/Exhibit/Handouts—Public

The following will be considered for display:

- Items for posting should be delivered to the Reference Desk.
- All postings must be approved, posted and removed by designated library staff and are subject to available space.
- Items posted without authorization will be removed and discarded
- If space is limited, library staff reserves the right to select the timeliest postings with the widest appeal.
- Community newsletters, magazines, newspapers and other publications distributed free of charge containing information of local interest may be placed in the display area after designated staff approval and as space allows.
- Postings must be of reasonable size in relation to the space available.
- The appearance and content of the posting must be suitable for display in a public service area.
- All postings must identify the organization including name, address and telephone number or email.
- Event postings must be for events open to the public.
- The library is unable to make arrangements for any postings to be returned.

The following will not be displayed:

- Postings of advertisements by for-profit organizations.
- Postings which promote political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
- Postings which advocate a position on a public issue.
- Postings which publicize ongoing programs or series of programs except those of tax-supported institutions.
- Postings of events not open to the general public.
- Requests for study participants for medical or other research
- Direct requests for contributions not associated with an event unless it is library-sponsored
- Legal notices
- Notices of merchandise or services for sale
- Rental announcements
- Lost pets

Workforce Resources Bulletin Board

Items for posting should be delivered to the Reference Desk and will have the same considerations as other bulletin boards and display areas. In addition to those policies, other considerations will be:

- Priority will be given to tax-supported workforce agencies, and non-profit job seeking resources.
- No business cards will be allowed
- Job fair information will be considered if space allows.

DISPLAYS/EXHIBITS/PETITIONING POLICIES (CONTINUED)

Displays/Exhibits-- Staff

Any display created by an employee of the Library will be considered a staff display and not a public display. Staff may create displays of library materials to encourage the use of the informational resources of the Library, to promote Library events, and to promote a positive view of the Library in the community.

Petitioning In the Library

It is the policy of Carleton A Friday Memorial Library that petitioning, solicitation, distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public other than Carleton A Friday Memorial Library and Friends of the Friday Memorial Library are not allowed in libraries. Exceptions may be made for specific City Department or County projects with express approval of the Library Director.

Petitioning On Library Grounds

Groups or individuals who wish to petition, solicit, canvass or distribute literature to the public on library sidewalks, or other grounds surrounding the library building, may do so if they have the approval of the City of New Richmond and do not impede access by the public to the building or interfere with the use of the building.

Adopted June 24, 2014 by the C.A. Friday Memorial Library Board of Trustees