



# BOARD POLICIES

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## EXHIBITS AND LITERATURE DISPLAY

Category: Operational

Approved: April 28, 1999

In keeping with its informational, educational, recreational, and cultural role, Rocky River Public Library welcomes exhibits and free brochures, fliers, notices, and other types of display literature. Exhibits and displays are considered additional sources of information for the community.

### EXHIBITS

#### **Eligibility**

Exhibit space is available for non-profit organizations, government agencies, and individuals. For-profit organizations and companies are prohibited from mounting exhibits unless they are promoting a non-profit activity.

#### **Requests**

Requests for exhibit space are considered in the order in which they are received. The following factors are used:

- relevance to community needs;
- suitability of physical presentation and subject;
- quality of presentation;
- space requirements;
- timeliness.

Commercial and political exhibits are prohibited. (Exception: Exhibits concerning Rocky River Public Library issues.)

#### **Approval**

Approval for all exhibits rests with the Library Director or a designee. Library exhibits have priority over non-library exhibits.

**Limitations**

The library reserves the right to limit the size and number of exhibit items; the length of time of the exhibit; and the frequency in which groups or individuals display items.

**Acknowledgement**

The following is posted as part of all non-library exhibits: "Exhibits are offered as a community service of Rocky River Public Library. Groups or individuals are responsible for the contents of the exhibits."

**Liability**

The library assumes no liability for exhibit items in the event of damage, destruction, or theft.

**LITERATURE DISPLAYS****General**

Approval to display and distribute literature in the library rests with the Library Director or a designee. The type and quantity of literature displayed and distributed, what and how it is displayed and distributed, and the length of time it remains on display are at the discretion of the library.

The type of material the library will display or distribute includes but is not limited to educational, cultural, governmental, and of local and/or regional interest.

The library will post information about lost pets.

**Prohibited Material**

Literature not permitted for display or distribution includes partisan pieces; commercial advertising; brand name or home sale items; business cards and material aimed primarily at soliciting members, requesting donations, raising funds, or selling merchandise. Exceptions are cultural, educational, governmental organizations and special event fliers to benefit non-profit organizations (e.g., pancake breakfast to benefit a soccer league).