



## BOARD OF TRUSTEES POLICY DISPLAYS

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### **LIBRARY DISPLAYS**

The Euclid Public Library creates displays on a regular basis to promote use of the collection and to highlight its diversity; to call attention to special or under-used collections; to make it easy to find information on topics of current interest; and to celebrate special occasions. Such displays will, where applicable, reflect a variety of viewpoints and cultures.

### **COMMUNITY DISPLAYS**

Public individuals or groups may request to use the library's display space for educational, artistic, and cultural materials. Requests for display space will be considered in the order in which they are received. The following factors will be considered when approving requests:

- Relevance to community needs
- Suitability of physical presentation
- Suitability of the subject matter
- Quality of the presentation
- Space requirements
- Timeliness

The following categories of display material are specifically excluded:

- Commercial displays
- Partisan political displays
- Displays which advocate a position on ballot issues, except for library issues

The library may request a sample of the work to be shown prior to granting a request. Library personnel will assist with the actual content and arrangement of all displays. In so doing, the library reserves the right to limit the size, number of items, scheduling, and frequency with which an individual or group may have a display.

Displays cannot disrupt the normal routine of the library. The Marketing and Communications Manager will determine if a display or a portion of one (such as an audio or audio-visual presentation) is disruptive.

Display space may be reserved up to one year in advance with the Marketing and Communications Department.

Community displays may remain for a reasonable length of time in order to keep them current, fresh, and of interest to the public. At the end of the display period, materials must be picked up the first working day after their removal or in accordance with other arrangements made with the Community Relations Department.

Displays may include contact information and price of the item(s) shown.

The Euclid Public Library assumes no liability for items on display. Individuals, groups, or organizations should check coverage provided by their own insurance policies.

The following will be posted as part of all non-library displays: "Displays are offered as a community service and do not carry the endorsement of the Euclid Public Library."

*Adopted by the Board of Trustees 09-18-07; Updated 10-15-13*