



# Milanof-Schock Library

## Policy: *Displays*

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### **SUMMARY & PURPOSE**

To provide the community with up-to-date information and educational resources, Milanof-Schock Library (MSL) display areas will display flyers, brochures, artwork, and other material of interest to its patrons.

This policy will establish guidelines for materials and displays in the library and on library property. This policy governs the use of the facility, literature distribution racks, bulletin boards, display cases, walls, tabletops, bookcases, and signage in or on MSL property.

### **STATEMENT OF POLICY**

1. Library oriented materials shall have first priority.
2. Materials promoting nonprofit organizations, especially a single function or special event sponsored by or for a not-for-profit organization may be accepted for posting, display, or distribution on a space available basis. In the case of space limitations, priority will be given to library partners or events occurring in MSL's service area (Mount Joy Borough, Mount Joy Township, East Donegal Township, Marietta Borough, and Rapho Township).
3. Material specifications:
  - a. Events materials will not be handwritten or drawn.
  - b. Event materials will not exceed 8.5" x 11" inches in size.
  - c. Event materials will not be posted more than 30 days prior to the event date.
  - d. Library staff cannot save materials to post or display at a future time.
4. Restricted Items
  - a. Items from individuals, commercial entities, political campaigns, or profit-making organizations will not be accepted for display or distribution, including but not limited to the following: advertisements from individuals for childcare, tutoring, music lessons, items for sale, boutiques, and garage sales.
  - b. Items using this distribution and display opportunity solely to prey and proselytize will not be accepted for posting, display, or distribution.
  - c. Items that are political in nature will not be accepted.
  - d. Artwork, displays, and materials may not be illegal, defamatory, or obscene, as determined by the Library Director or designee.
  - e. Outdoor signs and posters will not be displayed on MSL property. Signs and posters placed on the Mount Joy Borough right of way between the sidewalk and Marietta Avenue and/or the sidewalk and School Lane Road will be removed\*.
5. Permissions and Limits of Liability
  - a. MSL retains the right to refuse any materials for display and/or distribution.
  - b. Granting permission to display materials or distribute items does not imply MSL endorsement, nor does MSL accept responsibility for the accuracy of provided materials.

- c. MSL cannot guarantee the safety of materials or artwork left at the library. The library will not be responsible for any damage that occurs.
  - d. MSL will not be liable for any materials that go missing.
  - e. MSL will not be held liable for any illness or injury caused by another organization's display or material.
6. Name and contact information for the group or individual preparing the materials must be a part of the materials.

#### **AUTHORITY**

People or organizations not fulfilling their obligations as enumerated in the following list of policies and procedures may be denied use of the library's display areas in the future.

- The Operations Coordinator is the point of contact for displaying or distributing materials.
- Variances, disputes, or any policy interpretation issues may need to be addressed with the Executive Director for resolution. Unresolved issues may be taken to the Board of Trustees, whose decision will be final.

\*Patrons have the option of contacting Mount Joy Borough regarding the placement of signs on the right of way between the sidewalk and street. Library policy will be waived upon receipt of an official request from Mount Joy Borough officials.

#### **RATIFICATION HISTORY**

2.17.2022

Approved by MSL Board of Trustees