

## **PUBLIC NOTICE/DISPLAY POLICY**

The Saugatuck-Douglas District Library makes available limited designated display areas in the library for organizations engaged in charitable, cultural, educational, governmental and intellectual activities that are of a non-commercial and non-profit nature. The designated display areas include bulletin boards, kiosks, and pamphlet distribution areas. Use of these display areas is subject to other limitations set forth below.

1. Due to limited space, items directly concerned with the Library will take precedence in the designated display areas.
2. Due to limited space, the designated display areas are not available for commercial, family, personal, or purely social use.
3. Space will be available in the designated display areas for groups regardless of the beliefs and affiliations of an organization or their individual members or the content of an item as long as the item complies with this policy.
4. There is no fee or charge to display items in designated display areas.
5. Before being displayed in the designated display areas, all items must be approved by the Library Director or the Director's designated representative using the criteria above.
6. If an item is denied for display, the organization may appeal such decision to the Library Board.
7. Items posted without approval will be removed and disposed of as deemed appropriate by the Library Director or the Library Director's designated representative.
8. Items may be refused for display in the designated display areas based on size and available space.
9. Due to limited space, all eligible items may not be displayed immediately and some not at all.
10. Items will be removed from the designated display areas as outlined below:
  - Items that have become dated will be disposed of as deemed appropriate.
  - All other items may be removed after one (1) month to maintain the availability of the display area.
  - Items directly concerned with the Library will be displayed as long as appropriate.
11. Display of items does not constitute Library endorsement of the organizations that post in the designated display areas or the viewpoints of such organizations posted in the designated display areas.
12. The Library does not assume any responsibility or liability for items submitted for display.

13. All display materials must comply with all local, state, and federal laws, rules, regulations and ordinances.

14. Creation of display material is the responsibility of the requesting organization including all costs incurred in the creation of that material.

APPROVED: NOVEMBER 2015