

Policy 305.0

REDFORD TOWNSHIP DISTRICT LIBRARY

Subject: Exhibits, Displays, Handouts and Announcements

Approved: 12/5/94

Revised: 2/13/96, 2/13/97, 2/24/98, 10/10/99, 1/17/00, 1/18/01, 9/12/01, 2/18/02, 2/24/03, 2/16/04, 12/19/05, 3/17/08, 10/18/10

Reviewed: 6/15/09

As a part of its mission to provide for the informational, cultural, recreational and educational needs of the community, the Redford Township District Library welcomes displays, exhibits, handouts and announcements of interest, information, and enlightenment. The Library or other nonprofit organizations, community groups, individuals or governmental agencies may provide materials. Exhibit and display space is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting this service. Providing space does not mean that the Library endorses the activity and/or information.

Exhibits and Displays

Exhibit case and display area space is available for use by non-profit organizations, community groups or governmental agencies. The Library reserves the right to limit the size, number of items, the schedule of any display, and the frequency with which the group or organization has a display. All exhibits and displays are offered to the Library on a voluntary, non-fee basis. Displays of a commercial nature will not be accepted.

Exhibit case and display area space is available on a first-come, first served basis for educational, artistic, informational, and cultural displays and exhibits. The Library assumes no liability in the event of damage, destruction or theft of a display, whether it is in a locked case or not. Reservations may be made at the Adult Reference Desk. Signage stating sponsorship of display will be included in all displays. The Library Director or appointed designee(s) has final authority for all exhibits and displays.

Handouts and Bulletin Boards

The Library, at its discretion, acts as a distribution point for handout materials for public awareness from non-profit groups, community groups or governmental agencies, as well as handouts prepared by the Library to promote materials and services. Specified areas within the Library are designated for such handouts. Handouts of a commercial nature will not be accepted.

The Library, at its discretion, will provide reasonable space for announcements and notices of programs and activities sponsored by non-profit civic, cultural, and educational groups through bulletin board space. Announcements of a commercial nature will not be accepted.

Final authority for all handouts and bulletin board announcements rests with the Library Director or an appointed designee(s). The Library reserves the right to remove inappropriate items from the bulletin board at any time. When space is limited, priority will be given to local groups and organizations, especially those that are free of charge and open to the public.

Petitioning, Solicitation or Distribution of Literature

The Library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public within the facility. These activities may occur outside the building, no closer than five feet on either side of the Library's public entrance walkway, providing it does not interfere with building or parking lot access.

It is understood that this activity does not constitute an endorsement by the Library of the issue(s) involved in any such campaign.

Sale of Goods

The Library does not allow panhandling, fundraising or the sale of goods or services by members of the public in the library building, on the grounds, or in the parking lot. The only merchandising activities permitted are those of the Library, Friends of the Library or the Café located in the library.