

Hamburg Public Library Display Policy

- I. Purpose
 - a. Hamburg Public Library recognizes its role as a source of community information and provides a display space for relevant community information.
- II. Displays
 - a. Selection of Displays
 - i. Library displays are planned, organized, and/or implemented by library staff.
 - ii. Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:
 1. Community needs and interest
 2. Availability of display space
 3. Historical or educational significance
 4. Connection to other community or national programs, exhibitions, or events
 5. Relation to library collections, resources, exhibits, and programs
 - iii. In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.
 - iv. The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.
 - b. Responsibility
 - i. Library staff accept suggestions for display topics, but topics and materials selection is at the discretion of the library staff, and ultimately, the Library Director.
 - c. Request for Reconsideration
 - i. The Hamburg Public Library welcomes expressions of opinion from patrons concerning displays. Patrons should address questions about a display to the Library Director. Patrons who wish to continue their request for review of library display may submit the Request for Reconsideration form. Requests for review of displays will be considered in the same manner as requests for reconsideration of library materials as outlined in the Hamburg Public Library's Collection Development Policy.
- III. Bulletin Boards
 - a. Bulletin boards will be used for the following types of information:
 - i. Postings of forthcoming educational, social, civic, charitable, cultural, or recreational activities
 - ii. Postings by nonprofit organizations, groups, agencies, or by any federal, state, or local government agency providing services to citizens
 - iii. Postings announcing community services and volunteer opportunities
 - iv. Nonpartisan election information

- b. Bulletin boards may not be used for the following types of information:
 - i. Commercial notices, solicitations, business cards, third-party job postings, and retail advertising
 - ii. Personal notices of items for sale
 - iii. Personal solicitations for fundraisers (i.e. walkathons, auctions, galas, etc.)
 - iv. Materials that support or oppose any political candidate or ballot measure
 - v. Materials that support or oppose a specific religious conviction
- c. Posting Guidelines:
 - i. All postings must be approved by the Library Director.
 - ii. All postings must be appropriate for viewing by all ages.
 - iii. Items shall not be posted on adjacent walls, windows, or doors.
 - iv. HPL library reserves the right to remove any posted item. Materials posted or left for free distribution without approval will be discarded.
 - v. HPL may limit the period of time any item may remain on display.
 - vi. HPL reserves the right to provide space for announcements which provides information to visitors or residents on a continuing basis (such as bus schedules, crisis services, etc.).
 - vii. HPL assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.
 - viii. Due to limited space, priority is given to library information.
 - ix. Permission to post does not in any way constitute library endorsement of a group's policies or beliefs. Purposes, objectives, or views of groups using the bulletin board space shall not be advertised in any way to suggest that they are endorsed by Hamburg Public Library.
- d. Responsibility
 - i. All HPL personnel shall be responsible for enforcing this policy. Postings are accepted as space permits