

## **H. EXHIBIT AND DISPLAY POLICY**

The Canton Public Library welcomes the opportunity to allow the public to use the designated display case, bulletin board, display wall, or other approved surfaces in the building as part of its mission to connect our community, and to encourage and support the civic, intellectual, and cultural pursuits of the community. Space is provided for displays of an educational, cultural, intellectual, charitable or recreational nature, and for exhibiting works of area artists and craftspeople. Display areas may also be used for library purposes such as to display materials from the library's collection, or to publicize library services, collections, or activities. Thus, this policy does not apply to the library's use or co-sponsored use, and the library's use and co-sponsored use has first priority.

### **1. Exhibit Policy and Purpose**

Exhibit areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. The library endeavors to present a broad spectrum of opinion and viewpoints. The library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays. The library does not accept responsibility for ensuring that all points of view are represented in any single display.

Canton Public Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display spaces. The Library Director or his/her designee shall make the determination regarding the use of display spaces. The Library Director or his/her designee has the right to review the materials in advance. Any person or organization aggrieved by the Director or designee's decision may appeal that decision to the Library Board.

A written appeal of the decision may be made by the complainant to the Chair of the Library Board within 10 business days. The Library Board will review the documentation and render their decision within 60 days of receipt of the complainant's appeal.

Canton Public Library Board of Trustees  
1200 S. Canton Center Road  
Canton, MI 48188  
<http://www.cantonpl.org>

The decision of the Library Board is final.

### **2. Limitations**

All pre-approved display spaces within the public library are open to adults and children of all ages and sensibilities. Exhibit areas may also be passageways for employees and for members of the public of all ages to reach some library services. Therefore, displays should be appropriate in scale, material, form and

content for the library environment. For example, the library shall not permit any material that is obscene or contains child pornography. In general, the library does not accept exhibits or displays of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. Materials advocating a particular vote on a candidate or ballot proposition may not be exhibited. The library does not accept any material being offered for sale to the public unless the proceeds directly benefit the library. The library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent library areas or has been displayed without authorization. If the exhibit contains elements that may be of concern under this policy, the exhibitor should discuss it with the Library Director or his/her designee in advance of the installation date.

### **3. Exhibit Display Case Guidelines**

- The exhibit display case must be reserved in advance.
- The Library Director or his/her designee has the exclusive authority to determine in which space any particular exhibit will be displayed.
- All materials are displayed at the exhibitor's own risk. The library is not responsible for any damage, defacement or removal of the exhibitor's material.
- A notice is to be posted within or on the display case stating that the material within the display case is the presentation of the individual or organization named in the display. The library does not advocate or endorse the viewpoints of exhibits and exhibitors.
- The exhibitor may be identified by name within the display.
- The exhibitor is responsible for installing and labeling the exhibit on the agreed upon date.
- All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the library. Once the exhibit is installed, changes may be made only with library approval.
- The exhibitor shall remove the exhibit promptly at the end of the scheduled two (2) week period. Displays will be considered for exhibit for longer than two weeks with written approval of the Library Director or his/her designee.
- The library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- The exhibit areas are open to the public only during the regular open hours of the library unless by special arrangement.
- No fees are charged for display spaces (except for paid advertising on the Everything Canton Display Rack). Groups using display spaces may not charge an admission fee or request donations.
- The library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who desire to sell items shall include as part of their displays information on how to purchase items. Any items sold during a display period shall remain on display until all items are scheduled to be removed.
- Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the exhibitor.

#### 4. Display Wall and Community Bulletin Board

##### Areas of Display

The **Lobby Display Wall** serves to promote events or non-commercial services of an educational, intellectual, cultural or charitable nature. Current local/regional and nonprofit notices are given priority.

The **Community Bulletin Board** serves to inform patrons of events, services or appeals (including those of a commercial nature) that do not conform to the guidelines for the lobby display wall.

The **Lobby Display Wall and Community Bulletin Board** may display materials which are inappropriate for “*Everything Canton*” (see guideline below). The Library Director or his/her designee shall determine what is appropriate for posting and where it shall be posted.

##### Posting Guidelines

- Notices must be presented to Library Director or his/her designee for approval and posting.
- Library Director or his/her designee reserves the right to rotate materials due to space limitations; postings by Canton residents, institutions or businesses will receive first consideration when space is at a premium.
- Multiple postings by the same sponsor are prohibited.
- Items must contain the name of the sponsor of that item. Items may be reduced in size by library staff to fit available space. Further, no multiple copies may be submitted.
- The Library Director or his/her designee has the right to remove any posting that does not comply with this Policy.
- Postings shall remain in place for not longer than two (2) weeks after posting.
- Time-sensitive material shall also be removed within 7 days following the announced event or final date listed on the document.
- Material posted may be discarded immediately by the Library Director or his/her designee after the display periods have ended.
- The Library does not permit petitioning, solicitation, or distribution of literature, leaflets or similar types of appeals on Library bulletin boards.

Unless specifically specified in the Posting Guidelines above, Sections 1, 2 and 3 of the library's general Display/Exhibit Policy also apply to the Lobby Display Wall and Community Bulletin board.

##### Everything Canton Display Rack

##### **Non-Paid Advertising:**

- All businesses, agencies, groups and organizations within the geographical borders of Canton are eligible to participate in the *Everything Canton* display rack. Nonprofit organizations outside of Canton but of interest to Canton residents will be considered on an individual basis.
- Materials must be submitted to the *Everything Canton* coordinating librarians through the main reference desk for approval prior to being displayed.

- *Everything Canton* coordinating librarians reserve the right to rotate materials due to space limitations or remove items that have not been approved.
- Information contained in the brochure rack is provided as a service to the residents of Canton Township. Inclusion of any business, organization or group does not imply endorsement by the Canton Public Library or its staff.

**Paid Advertising:**

- Twelve display windows at the top of the *Everything Canton* display rack are reserved for paid advertising. This is the only portion of the display rack that requires payment for participation. Canton businesses and organizations will be allowed to display their materials at no charge in areas of the rack other than the display windows.
- Profile Media Group is responsible for all issues related to the sale of the advertising space in the *Everything Canton* brochure rack. Questions or concerns regarding paid advertising should be directed to the sales manager for Profile Media Group at 1-888-545-9853.

Revision Adopted by Library Board 06/30/2016

Motion No. 16/6-30-4

(Original Policy 07/21/2011, Motion # 11/07-21-2)