

Elkhart Lake Public Library – Display & Exhibit Policy

Purpose

The primary function of displays is to provide information to library users of a cultural, education, or community service nature.

Organizations may request display space subject to the guidelines set forth in this policy.

Policies

Display space is given to non-profit agencies and community organizations engaged in educational, cultural, intellectual or charitable activities. Organizations that the Village of Elkhart Lake and the Elkhart Lake Public Library carry out cooperative programs with may also be given display space.

All items must be approved by designated library staff, placed in the library and removed by library staff.

Display items must be of reasonable size in relation to the space available and will not be accepted if they detract from the effective use of space.

The appearance and content of the display must be suitable for display in a public service area.

Materials left on table, etc. without authorization will be removed and discarded.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any items displayed or exhibited. All items placed in the Library are there at the owner's risk.

Display of materials does not imply library endorsement of content; nor will library accept responsibility for accuracy of the statement made in such materials.

The Library has adopted the American Library Association Library Bill of Rights, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the benefits or affiliations of individuals or groups requesting their use."

The following types of displays will not be accepted

Displays promoting political parties, candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.

Displays that advocate a position on a public issue.

Displays that promote a profit-making organization.

Displays of merchandise or services for sale or collection boxes for profit or non-profit individuals, groups or organizations. Exceptions are those individuals that are presenting a library program with prior approval by designated library staff; Friends of the Library and the Elkhart Lake Study Club.

Adopted, Elkhart Lake Public Library Board

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February 12, 2004

Revised May 11, 2006

Revised June 17, 2017 sale of merchandise or services