



Public Posting and Display Policy

Purpose

The mission of the DeWitt Community Library is to provide access to information and ideas to all members of the public. The DCL Community Bulletin Board is available on an equitable basis for individuals or groups requesting use. This policy establishes guidelines on the public display of materials.

Acceptable Use

The Library provides space for public exhibit of artistic works, promotional materials relating to non-library, non-profit community meetings and events, personal collections of objects or materials.

All spaces defined within this policy are limited to non-profit individuals, organization, and activities. Materials which constitute advertising or promotion of a business or for-profit organization will not be accepted for display.

General Guidelines

Individuals or non-profit organizations requesting to post or display material within the library's encased community board (located in the main entrance vestibule) can submit items to the Library's Service Desk. Library staff will post materials and remove/discard expired materials. Groups/individuals that tape promotional materials to the glass without staff permission will have their poster removed permanently.

Materials, notices, or memos advertising commercial events or services, sale events, or solicitation for personal services/donations are not permitted.

Materials advertising political beliefs, religious beliefs, or other belief systems will not be posted.

Sign size may not exceed 11x17. Signage will not be returned when the event/information has expired, or if the sign is taken down to create room for other community notices.

The posting of materials does not imply endorsement of any concept of any program by the Library, the Library Board, or its individual staff members.

Items available in quantity for handout will be accepted on a limited basis with preference given to schedules, calendars, tourism information, and forms of educational or cultural nature.

Posting of signs on the exterior of any location is not allowed, with the exception for library sponsored events. This includes posting signage outside meeting rooms or the library facility for non-library events.

Approved by the Library Board of Trustees 10/07/20

