

Caroline County Library

ANNOUNCEMENTS, DISPLAYS, AND EXHIBITS POLICY

Policy Statement

The Caroline County Library provides space for the library and other groups to post announcements, display informational materials, or present exhibitions. These spaces are reserved for items that are of interest to the community or help to promote the library's goals of meeting the educational, informational, recreational, and cultural needs of the citizens of Caroline County. In order to ensure equal access, the library has set forth several criteria for the use of bulletin boards, display cases, and other areas. It is the library's intention that exhibit spaces will be offered free of charge and on equal terms to all in the community, regardless of their beliefs or affiliations.

Eligibility

- Materials being considered for display, exhibit or distribution in multiple copies must fall within one of the following categories:
 - Library programs- Information which complements, or is used in conjunction with, a program or display sponsored or co-sponsored by the library or any of the Friends of the Library groups
 - Library and library service promotional materials- Items such as bibliographies, bookmarks, and brochures which promote books, reading, writing, literacy, library services, etc.
 - Material produced by, or in co-sponsorship with county, state or federal government agencies (for example, tax forms, Parks and Recreation course listings, county job list, etc.)
 - Materials produced by any community organization
 - Announcements of events, instructional opportunities, or job openings
 - Announcements of political programs where both sides of an issue will be presented, or non-partisan candidate forums
- Materials from commercial entities or other groups with the purpose of advertising or soliciting money will not be accepted.
- The library director, or others designated by the director, has the right to review all proposed materials for display. If an announcement, display, or exhibit is rejected by the director, the organization or individual has the right to appeal that decision to Caroline County administration. All appeals must be in writing.

Policy Regulations

- Library materials have priority over all other displays, exhibits, and announcements.
- Certain areas and bulletin boards may be designated for use by the library and Friends of the Library groups only, at the discretion of the branch managers.
- The library does not endorse or sponsor any ideas or information provided by outside individuals or organizations.

- All items to be posted or given away must be left at the front desk. Staff will post and place the items.
- Materials may be rejected due to lack of available space.
- Displaying items at one branch of the library does not guarantee display at other branches.
- Removal of materials from display spaces is at the discretion of staff. Unless requested at the time of drop-off, flyers, pamphlets, and other announcements will not be held for pickup, but will be destroyed. Patrons wishing to pick up their materials must inform staff of this request and the pickup date. Materials not picked up by this date will be destroyed.
- Distribution of printed materials inside the library is disruptive to patrons and staff, and is not allowed unless it is to supplement a program being presented.

Exhibits

Larger exhibits may be permitted by individuals or organizations for the purpose of displaying objects of an educational, artistic, or cultural nature. In addition to the above regulations, these exhibits must also adhere to the following regulations.

- Exhibitors wishing to use library space must fill out an application form.
- Requests are processed in the order in which they are received.
- Exhibits may not be so large that they impede normal library functions.
- The library will not be held responsible for any damages or losses resulting from theft, fire, vandalism, or any other cause.
- Exhibitors are responsible for setting up and removing the items from display, as well as providing any appropriate signage or other items necessary for the display.
- Set up and removal of the exhibit must take place during normal library operating hours.
- Any damage to library property due to the exhibit is the responsibility of the exhibitor.
- No prices, sale notices, or advertising other than the artist's name may be included with the exhibit.
- Displays may be scheduled for no more than a one (1) month period, unless otherwise authorized
- No exhibit item or other materials associated with the exhibit may be stored in the library before or after the exhibition period.
- If the exhibitor has not removed their items on time, library staff has the discretion to take down the exhibit. The library will not be held responsible for any damage or loss.

Adopted by Caroline Library Inc. Board of Trustees July 8, 2010

Amended September 10, 2015

Amended and Adopted by Caroline County Board of Supervisors January 14, 2020