

# Hinsdale Public Library

## Display Policy

### **Purpose**

These guidelines govern the public's use of the library building and its space for displays, notices, handouts, and other promotional activities. In general, the Library strives to provide space for the community to share information in accordance with the Library's mission.

### **General**

#### **Priorities**

Priority for display cases, bulletin boards, and other promotional spaces will be given to Library programs and services and required legal notices.

#### **Prohibited Uses and Practices**

- Materials promoting or advertising, directly or indirectly, a commercial product or service
- Materials urging support of or opposition to candidates for office or to issues on the ballot
- Materials that a reasonable person would believe to be an endorsement of religion or religious belief by the Library
- Material which is obscene, defamatory, invades a particular person's privacy, or directly incites violence
- Material and equipment that, in the opinion of the Executive Director, is potentially dangerous to library users, staff, or property

#### **Solicitations**

Organizations and individuals may not solicit money or donations in the Library, nor may any receptacle be placed in the Library soliciting donations, without permission from the Executive Director. Displays, notices, and handouts announcing or promoting fundraising programs and activities sponsored by not-for-profit organizations will be permitted, provided the requirements stipulated in this policy statement are met.

#### **Sponsorship or Endorsement**

Allowing displays, notices, handouts, and other promotional activities does not constitute library sponsorship or endorsement. Advertisements or announcements that either directly or indirectly imply otherwise shall not be permitted.

#### **Non-Compliance**

The Library reserves the right to refuse or remove any display, notice, or handout that does not comply with these policies and guidelines.

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### **Situations Not Covered**

Any situation not specifically covered above will be resolved by the Executive Director.

### **Display Cases**

#### **Permitted Uses**

When not being used for Library promotion, Library display space may be used by organizations that complement the Library's mission.

#### **Facilities**

No materials shall be placed in the Library's main floor display cases, nor will any case be reserved, without the formal approval of the Library Display Coordinator. Specific authorization from the Executive Director is required for an organization or individual to mount a display in any other area of the Library.

#### **Application and Approval Process**

Organizations and individuals wishing to use a display case must submit a Library Display Case Reservation Application (attached) to the Patron Services Desk. The individual requesting the space must be a Hinsdale resident, or affiliated with a Hinsdale-based organization. Requestors under 18 must have a guardian cosign their application. Reservation requests will reviewed and approved by the Library Display Coordinator once a completed application has been received.

#### **Reservations**

Library display cases may be reserved up to 12 months in advance, on a first-come, first-served basis. No group or individual, with the exception of the Library may place more than three reservations in a 12-month period. Additional displays will be permitted without advance reservation if a case is available one month prior to exhibition.

In the event of unexpected closures, the Library may change or reschedule reservations.

#### **Duration**

A display case may be reserved for a maximum of one calendar month. Displays must be removed from the Library in a timely manner. The Library reserves the right to remove and dispose of any display left beyond its termination date. Displays must be set up and taken down during regular library hours.

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### **Information about Displays**

The name of the organization or individual using a display case must appear clearly and prominently in the display. Completed Library Display Case Reservation Applications are considered public information.

### **Responsibility for Materials on Display**

The Library will take reasonable measures to safeguard displays, but displays are accepted with the understanding that the Library is not liable for any damage to or theft of materials offered for display.

### **Notices and Handouts**

#### **Permitted Uses**

With approval as provided below, organizations may leave notices to be posted and handouts of an educational, cultural, or civic nature in the Library.

#### **Facilities**

At the discretion of the Library's Marketing and Outreach Manager, notices may be displayed in the Library entryway. Specific authorization from the Executive Director is required for an organization to have a notice posted or a handout displayed in any other location.

#### **Approval Process**

No notice shall be posted, nor any handout displayed, without the approval of the Marketing and Outreach Manager or the Executive Director. The Library reserves the right to determine where a notice or handout will be located and how it is to be displayed.

#### **Duration**

Notices and handouts will be removed and disposed of after they become dated, or earlier if, in the opinion of designated library staff, they have been displayed for a reasonable period and space is needed for other material.

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### **Promotional Activities**

Library-related organizations such as the Friends of the Library may have special sales or promotions in the Library. Any similar activity by another organization or individuals is prohibited unless specifically authorized by the Executive Director.

### **Appeal Process**

Patrons are welcome to discuss their concerns about displaying promotional materials with appropriate staff. If that discussion does not adequately resolve the patron's concern, he/she may submit a letter to the Executive Director.

### **Process**

- Patron submits a written request for reconsideration to the Executive Director
- The Executive Director reviews the request with the appropriate department manager
- The Executive Director replies to patron with his/her decision whether or not to allow the individual or group to display their materials at the Library.

### **Appeal**

- To appeal a decision made by the Executive Director, a patron may submit a request to the President of the Board of Library Trustees via letter or email.
- The Policy Committee will convene to review the request and make a recommendation to the Library Board.
- Following a vote by the Library Board, the Executive Director or Board President will contact the patron with the Board's decision.

The Board aims to resolve all patron issues in a timely manner.

Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board in July 2000.

Revised 10/25/05, 5/22/12, 08/28/12, 06/23/15, 04/24/18, 09/21/21.

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### Library Display Case Reservation Application

#### Organization/Applicant Information

Name of Organization\*: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Hinsdale Library Card #: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address:

\_\_\_\_\_ @ \_\_\_\_\_

Briefly describe the nature and purpose of the display:

\_\_\_\_\_  
\_\_\_\_\_

Month of display: \_\_\_\_\_

Display case you wish to reserve:

First Floor (Adult): L \_\_\_\_\_

R \_\_\_\_\_

\*Organizations must be nonprofit and must, by virtue of their purpose and membership, be connected with the Library's mission. Displays by individuals are limited to exhibits of artworks, handicrafts or collections which contribute to the Library's objective of incorporating art throughout the Library for added vitality and visual interest.

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### General Guidelines for Focus and Appearance of Display

The Library display cases afford organizations with the opportunity to inform the community about themselves, their purposes, goals and services or events they sponsor. An organization should make such information the primary focus of its display. Displays should visually enhance the Library and care should be taken to make them attractive, with the name of the organization prominent and legible.

Displays by individuals exhibiting their artwork, handicrafts or collections should also be arranged in an attractive manner. The individual's name should be prominent and legible.

I have reviewed, understand and agree to abide by the **Hinsdale Public Library Display Policy**, which govern the reservation and use of library display cases. **I agree to assume responsibility for the display and to ensure that it is mounted and removed on time** and that its content and design are consistent with the requirements and guidelines set forth in the above-mentioned policy.

Signature of Applicant:

\_\_\_\_\_

Signature of parent/guardian if applicant is under 18:

\_\_\_\_\_

Date: \_\_\_\_\_

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### **For Library Use:**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation\* sent by: \_\_\_\_\_ Date: \_\_\_\_\_

(\*Please note communication method - email, phone, letter)