

Hinsdale Public Library

Display Policy

Community Displays

Priority for display cases, bulletin boards, and other promotional spaces will be given to HPL programs and services and required legal notices. When not being used for HPL promotion, HPL display space may be used by organizations that complement HPL's mission.

1. Display Cases

- A. 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 be reviewed and may be approved by the HPL staff once a completed application has been received.
 - a. Completed Library Display Case Reservation Applications are considered public information.
- B. HPL display cases may be reserved up to 12 months in advance, on a first-come, first-served basis. No group or individual, may place more than three reservations in a 12-month period. Additional displays will be permitted if a case is available one month prior to exhibition.
- C. A display case may be reserved for a maximum of one calendar month. Displays must be removed from HPL in a timely manner. HPL 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.
- D. In the event of unexpected closures, HPL may change or reschedule reservations.
- E. The name of the organization or individual using a display case must appear clearly and prominently in the display.
- F. HPL will take reasonable measures to safeguard displays, but displays are accepted with the understanding that HPL is not liable for any damage to or theft of materials offered for display.
- G. HPL does not provide materials for community displays. If available, community groups may borrow readily available office supplies.

2. Bulletin Boards and Handouts

- A. With approval as provided below, organizations may leave notices to be posted and handouts of an educational, cultural, or civic nature in HPL.
- B. At the discretion of HPL's Marketing and Outreach Manager, notices may be displayed in the HPL entryway. Specific authorization from the Executive Director

Hinsdale Public Library

Display Policy

is required for an organization to have a notice posted or a handout displayed in any other location.

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

3. Collection Bins

- A. Organizations and individuals wishing to have donated items collected at HPL must submit a Library Collection Application (attached) to the Patron Services Desk. The individual requesting the collection site 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 be reviewed and may be approved by HPL staff once a completed application has been received.
- B. HPL will provide a receptacle to collect donations.
- C. The requestor must be available to retrieve donations as the receptacle fills.
- D. HPL staff may redesign or replace signage submitted with the application.

4. Prohibited Uses and Practices for Any Community Display or Collection

- 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 HPL's endorsement of a religion or religious belief
- Material which is obscene, defamatory, invades a particular person's privacy, or directly incites violence
- Materials displaying messages that are overtly offensive, harassing, discriminatory, or political or promote alcohol, tobacco, illicit drugs, violence, or contain sexual innuendos
- Material and equipment that, in the opinion of the Executive Director, is potentially dangerous to library users, staff, or property
- No materials shall be placed in HPL's main floor display cases, bulletin board, or any other space without the formal approval of HPL staff. Specific authorization from the Executive Director is required for an organization or individual to mount a display in any other area of HPL.

Hinsdale Public Library

Display Policy

Sponsorship or Endorsement

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

Promotional Activities

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

Non-Compliance

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

Situations Not Covered

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

Hinsdale Public Library

Display Policy

HPL Displays

The responsibility for HPL displays is held by the Library Director, under the authority of the Library Board of Trustees. Displays are used to highlight HPL collections, services, and events. HPL staff use the following criteria in making decisions about displays and accompanying resources:

- Community needs and/or interest
- Availability of space
- Treatment of content for intended audience
- Presentation quality
- Budget
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits and programs
- HPL strategic goals and priorities

HPL may draw upon other community resources in developing displays, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays.

HPL staff plan displays that appeal to a wide spectrum of interests and offer displays that appeal to a range of ages, abilities, and information needs.

Views and opinions expressed in the content on display do not constitute official endorsement by HPL. Signage is viewpoint-neutral and accurately reflects the topic(s) represented.

Hinsdale Public Library

Display Policy

Appeal Process

Residents are welcome to discuss their concerns about displaying promotional materials or HPL displays with appropriate staff or the Executive Director. If that discussion does not adequately resolve the resident's concern, the resident may make a formal appeal using the following process.

Process

- Resident 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 the resident with their decision whether or not to alter or remove the display.

Appeal

- To appeal a decision made by the Executive Director, a resident may submit a request to the President of the Board of Library Trustees via letter or email.
- The Library Board or appointed subcommittee 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 resident with the Board's decision.

The Board aims to resolve all residents' 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, 09/24/24.

Hinsdale Public Library

Display Policy

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 HPL's mission.

Hinsdale Public Library

Display Policy

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: _____

For Library Use:

Application received by: _____ Date: _____

Confirmation* sent by: _____ Date: _____

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

Hinsdale Public Library

Display Policy

Library Collection Bin 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 collection bin:

Two-week period during which you would like the bin in HPL Lobby: _____

**Organizations must be nonprofit and must, by virtue of their purpose and membership, be connected with the library's goal of serving the educational, cultural and civic needs of the Hinsdale community.*

General Guidelines for Focus and Appearance of Display

1. The individual requesting the collection site must be a Hinsdale resident or affiliated with a Hinsdale-based organization.
2. Requestors under 18 must have a guardian cosign their application.
3. Reservation requests will be reviewed by HPL staff once a completed application has been received. After an application has been approved:
 - HPL will provide a receptacle to collect donations.
 - The requestor must be available to retrieve donations as the receptacle fills.
 - HPL staff may redesign or replace signage submitted with the application.

*I have reviewed, understand and agree to abide by the above policy. **I agree to assume responsibility for the items donated, to collect them on time/regularly.** I understand library is not responsible for the theft or misplacement of donated items.*

Signature of Applicant _____ Date: _____

Guardian Signature: _____

For Library Use:

Application received by: _____ Date: _____

Confirmation* sent by: _____ Date: _____

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