



## DISPLAY POLICY

The Joliet Public Library provides space for exhibits and displays of interest, information, and enrichment to the community. The purpose of the display areas and bulletin boards in the Joliet Public Library is to extend the Library's role as a cultural, educational, and community-centered institution. While first priority is given to displays of Library programming and marketing, postings that promote city-sponsored events and community activities and organizations are also accepted.

Displays of Library materials will be maintained by staff. These displays are used to make materials more accessible to users, to feature different segments of the Library's collection, and to increase or reflect awareness of current issues and/or events. Circulating materials may be borrowed directly from the display.

The Library offers space for community postings and handouts from non-profit groups, organizations, and government agencies. The Library acts as a distribution point for information that city, county, state, and federal government agencies wish to disseminate widely. All notices, posters, and literature must be approved and placed for display by Library staff, space permitting. Staff may discard items not approved for placement. Postings will be retained until the day after the program/event, unless items to be posted exceed the available space. The Library may distribute multiple copies of ongoing publications, informational brochures, and pamphlets of a cultural or educational nature. Postings or handouts may be displayed that advertise events of a cultural, civic, or educational nature, but postings or handouts of a commercial nature are prohibited.

Glass cases are available for Library and community displays. These cases can be used by organizations to provide information about community groups engaged in activities of a non-commercial nature. Some cases are designated to display collections and other items of interest to a general audience. While all due care is taken, the Library assumes no responsibility for loss of or damage to display collections or items, and all collections and items are exhibited at the owner's risk.

Information presented in displays or community postings shall be governed by the spirit of the American Library Association's Library Bill of Rights and concept of intellectual freedom. The exhibiting of information does not constitute an endorsement by the Library of any group, their ideas, or programs. Displays by community groups cannot in any way disrupt the normal routines of the Library. Exceptions are made at the discretion of the Executive Director or their designee.

## Guidelines for Community Displays:

Display spaces must be reserved in advance by contacting [display@jolietlibrary.org](mailto:display@jolietlibrary.org).

The displayer must sign an agreement to comply with the following conditions:

- Assume the risk of loss or damage to materials displayed, as no insurance is provided by the Library.
- Assume responsibility for installing and labeling the exhibit on the agreed upon date; if feasible, an extension may be available by communicating your request to [display@jolietlibrary.org](mailto:display@jolietlibrary.org).
- Remove the exhibit promptly on the agreed upon date. The display period is normally one month, coinciding as closely as possible to the beginning and ending of the month.
- Give the Library the right to remove exhibit materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- Identify the exhibitor by name within the display.
- A notice must be posted with each exhibit stating that: The material within this exhibit is the presentation of the individual or organization named in the display. The Library does not advocate or endorse the viewpoints of exhibits and exhibitors.