



Display and Postings Policy & Guidelines

Approved: April 28, 2022

Updated: January 25, 2024

It is the policy of the Petoskey District Library (PDL) to promote its collection and services, as well as support community events through displays of materials and postings throughout the Library. PDL uses standing announcement kiosks, display boards, and pamphlet racks for such promotion. Displays are intended to increase the use and awareness of the Library as a resource, promote Library activities and encourage browsing, discovery, and learning.

Library and Friends of the Petoskey Public Library programs, events, and services take priority over all other items. Posting information is open to all groups, regardless of religious or social ideology. However, if space is limited, priority will be given to not-for-profit or civic groups located within the Library's legal service area. The Library reserves the right to reschedule, move, or remove items to better fit their program needs.

Broad oversight of all displays shall be the responsibility of the Library Director who operates within the framework of policies determined by the Library Board of Trustees. Under the Director's guidance, a staff of librarians with professional education and training develop displays in accordance with state law and the principles and best practices of librarianship.

Definitions

- Posting – 2-dimensional information that is tacked to a bulletin board or wall
- Display – 3-dimensional information that is gathered together in one place, typically following a theme
- Collaborating Partner – an organization that the Library works with in other means, either for programming or services.
- Resident – a person who lives or pays taxes in the City of Petoskey, or one of the Townships of Bear Creek, Little Traverse, Resort, or Springvale.

General Guidelines

1. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited.
2. Businesses, organizations, or individuals providing a community event may post an informational flyer for up to two weeks prior to the event.
3. The Library provides a Jobs Board for employment opportunities in the area to be posted, as well as job requests and personal services.
4. The Library reserves the right to remove all postings in a timely manner.
5. No postings or displays of a partisan political nature are allowed in the Library.
6. The Library may draw upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits. These displays are typically themed around a community event, season, or national recognition.
7. The Library does not endorse any materials distributed or posted by other organizations or businesses. Please see the Solicitation and Petitioning Policy for further information.
8. Displays should contribute to a safe and welcoming environment in the Library and throughout the year, include a wide variety of topics, genres, formats, ideas, and



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expressions that take into consideration the multitude of interests of the Library's diverse service population

9. Displays should NOT be designed for the primary purpose of generating controversy, give preference to or endorsement of a political candidate, point of view, topic or agenda or be commercialized to the point of having an underlying sales purpose other than for Library and Friends of the Petoskey Public Library purposes
10. Requests by non-Library organizations to display in the Library will be considered on a case-by-case basis. Considerations will be taken based on the following:
 - The organization requesting to display is a collaborating partner with the Library
 - The organization requesting to display is part of a local community event
 - The organization requesting to display provides at least 3 weeks' notice
 - The organization requesting to display supports diversity and inclusion of all people
 - Whether the Library has sufficient space to host the display

Specific Guidelines

Library Materials Display

Library book displays are planned, organized, and/or implemented by Library staff. Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Availability of display space
- Historical or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to Library collections, resources, exhibits, and programs
- Community needs and interest

The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Petoskey District Library of the content of the display or exhibit, or of the views expressed in materials on display.

Face out books within the stacks are not considered an official themed display. They are randomly selected by the Library shelvers to help patrons find new material.

Bulletin Boards

The tackable surface is available for community information. Any person or organization wishing to display information must give the exact item to staff beforehand. Items will not be returned. The final approval or denial for the request rests with the Library director. Any item(s) posted without prior approval will be immediately removed and discarded.



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Date sensitive material will be posted no sooner than two weeks prior to the earliest date on the poster and removed on the last date applicable. Sensitive material that is not dated will be posted for no more than two weeks. Preferred poster size is 8 ½ x 14 inches or smaller and may not exceed 11 x 17 inches.

Pamphlets

The Petoskey District Library has limited space to provide groups an area to leave pamphlets and brochures. The Library reserves the right to decide appropriate placement for such pamphlets and brochures.

Artists Display

The Petoskey District Library may display art work and collections of local artists within the Library, at the discretion of the Library Director. The process for art displays will include:

- Artist agrees to transport and insure display.
- Artist may make art available for sale, but no prices may be posted on the art itself. A booklet or flyer may be made available with the display that includes pricing and contact information. Artist handles all monetary transactions.
- Contact information should be available in the display.
- Artist is welcome to host an exhibit reception during Library hours, at the artist's expense. Library staff will include that information in press communications.
- The Library assumes no responsibility for the preservation, protection, damage, or theft of items exhibited. All items placed in the Library are done at the owner's risk.
- The director or designee will review and schedule artists, as well as submit news releases. Artist will be asked to submit brief biographical information to include in the news release.
- The Library shall have the final decision on the number, content, arrangement, and duration of the exhibit. All exhibitors are required to sign a form which releases the Library from any responsibility.
- Displays sponsored by the Library or placed in conjunction with Library programming will be scheduled to best meet the needs of the Library, and regular scheduling will be waived.

Request for Reconsideration

Any resident of the Petoskey District Library service area who objects to the presence or absence of an item in, a topic of, or location of a display should discuss the reasons with a librarian for an explanation of the Library's criteria for curating the display. If a resident's concern remains unresolved, the cardholder may submit a Request for Reconsideration of Library Display to the Library Director.

Process:

If a similar concern was previously formally reviewed, the Library Director will share the previous decision with the patron. The patron may appeal the decision to the Library Board in writing. If a similar concern was previously formally reviewed by the Library Board, the matter shall not be reconsidered.

1. For any concern that has not been previously reviewed, the Library Director shall appoint an



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- ad hoc staff committee of two librarians who are familiar with the age group, genre, and format of the display or items in question and who are not the original display curator.
2. The committee shall review the form and send a detailed recommendation to the Library Director as soon as practical but no more than 30 days after receipt of the form regarding the concern.
 3. The Library Director and department heads shall review the committee’s recommendation to reach a decision about whether or not any modifications need to be made.
 4. The Library Director shall send the decision in writing to the patron as soon as practical but no more than 60 days after the receipt of the form.
 - a. A written appeal of the decision may be made by the patron to the Library Board within 30 days after receipt of the Library Director’s decision. The Library Board will review the documentation and render a decision as soon as practical but no more than 60 days after receipt of the appeal.
 5. The patron will be informed of the Trustees’ decision regarding the appeal. The decision of the Library Board is final.
 6. The Library Director will report the request and decision to the American Library Association’s Office for Intellectual Freedom.

Request for Reconsideration of Library Display

Must be a resident in the Petoskey District Library service area.

Date: _____

Name: _____

Library Card Number: _____

Address: _____

Phone #: _____ email: _____

Theme of display in question: _____

Where was the display located? _____

What is the objection to the display? _____

What would you like to see changed? _____