



Petoskey
DISTRICT LIBRARY

Display and Postings Policy & Guidelines

Approved: January 22, 2018

It is the policy of the Petoskey District Library to promote its collection through displays of materials throughout the library

The Petoskey District Library uses its standing announcement kiosks, display boards, and pamphlet racks to promote Library and community events and services. Library and Friends of the 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. The library does not endorse any materials distributed or posted by other organizations.

No postings or displays of a partisan political nature will be placed in the library. No individual or business literature may be displayed, including but not limited to baby-sitting or daycare services, job offers or requests, or personal services. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited.

The library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals inside the library or on library grounds. Displaying fundraising activities for the schools within the Petoskey District Library's legal service area is at the discretion of the library director.

Guidelines

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.

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.



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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.