Community Library of DeWitt & Jamesville

CLD&J Public Display Policy

Policy Statement

The Community Library of DeWitt & Jamesville ("CLD&J") has three display spaces which are offered for use by community members and like institutions. Display spaces are not intended to be public forums for public speech and expression, but are intended to complement the Library's educational mission and enhance the public's experience of the Library. The exhibition or display of items within the Library does not constitute an endorsement or approval by the Community Library of DeWitt and Jamesville of the contents of said exhibits/displays, or of the providing individuals or organizations. The Library reserves the right to reject or remove any displays at our discretion.

Display Spaces

1.) Public Bulletin Board
2.) Lobby
3.) Children's Room Spinner

Rules for Displays and Exhibits

- No poster, display, exhibit, pamphlet, brochure leaflet, or booklet shall be exhibited, displayed, or placed in the Library for distribution without permission from the Executive Director or their Representative
- No outside organization or individual shall be permitted to place in the Library any box, receptacle, or canister which solicits donations without permission of Executive Director or their Representative
- Items to be displayed must be inspected by Executive Director or their Representative and must be free of mold, pests, and other harmful materials or agents
- Petitions and solicitation for personal or professional purposes is prohibited, unless for Library or Library-sponsored issues, as approved by the Executive Director.
- Promotion of specific religious or political groups, including any candidates running for office is expressly prohibited
- Promotion of businesses, other for-profit organizations, and other personal for-profit events is prohibited
- Material that is illegal or that promotes illegal activities (as defined by local, state, and federal laws) is prohibited
- Material that is discriminatory or defamatory is expressly prohibited
- Bulletin Board displays/flyers bigger than 8.5 x 14 inches may be denied due to space limitations
- Requests for display must be received no less than one week before posting deadline
- Displays are limited to 30 days, unless for Library or Library-sponsored issues, as approved by the Executive Director.

Selection Criteria

Requests are reviewed by the Executive Director or Library Director's Representative and selected according to the following criteria:

- Availability of space; The Library has priority in scheduling space for its own displays.
- Relation to library collections, resources, and programs
- Community interests and needs
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Priority will be given to like educational institutions and programs events that benefit the community

Insurance and Liability

- The individual or organization agrees to indemnify and hold harmless the Library, its employees, and the Board of Trustees from liability in case of theft, vandalism, fire or any other loss or damage to the exhibited materials. If exhibitors desire insurance, they must arrange for it at their own expense.
- The Library cannot provide storage for the property of organizations or individuals displaying in the Library.
- The individual or organization may be held liable for repairs to the Library that are a direct result of damages caused by a display or by its installation or removal.

Wendy Scott Art Gallery

For inquires regarding displaying art in the Wendy Scott Art Gallery see the CLD&J *Art Gallery Policy*

Board Approved:

Date Approved	Revision
10/15/2026	Major expansion and clarification of policy; Addition of applicable spaces; Addition of selection parameters; Removal of Wendy Scott Art Gallery