

DISPLAYS, HANDOUTS AND SIGNAGE

DISPLAYS

Displays in the Library are primarily for the promotion of Library materials and services, although display areas are also available for reserve and use by individuals and community groups on an equitable basis. Requests made by the public for Library display space shall be granted only for educational, artistic, and cultural materials appropriate for all ages and designed primarily to promote interest in the use of books, other Library materials, or information services.

Library materials must be incorporated into the display. For personal materials included in the display, the individual or organization must complete a Display Use Permission Form (JMRL Form: Section 4.51). Displays for the purpose of advertisement are not permitted.

All questions regarding a display will be decided by the Manager of the Department or Branch in which the display is located.

NOTE: Approval of a display does not indicate the Library's endorsement of any cause, opinion, or activity.

Requests will be considered in the order in which they are received. The Library reserves the right to limit the size, the number of items, the schedule of any display, and the frequency with which an individual or organization may have a display.

Library use of display areas has priority over use by any other organization.

A request for a display focusing on a public issue must indicate that all aspects of the issue will be presented in an equal manner. The Branch Manager will determine whether or not the proposed display is balanced.

A "credit line," i.e., a sign stating the sponsorship of the display, will be included in ALL displays.

HANDOUTS AND BULLETIN BOARDS

The Library posts and/or makes available to Library patrons community pamphlets, flyers, calendars, and other information from civic, cultural, educational, religious, and non-profit community groups and organizations for public awareness and convenience. The Library posts and/or distributes these materials at its discretion.

NOTE: This service does not indicate Library endorsement of a cause, opinion, or activity.

Prior to distribution, Library staff members will review all materials. Library staff members will consider patron interest and local space limitations and will utilize the following priorities, in descending order, when determining which materials to make available:

- a) Jefferson-Madison Regional Library announcements or publications
- b) Friends of the Library announcements or publications
- c) Local city/county government announcements or publications
- d) Commonwealth of Virginia announcements or publications
- e) Neighborhood civic, educational, cultural, recreational, religious announcements or publications
- f) Political information that is current; materials that are informational and pertain to an election being held within the next 45 days. Political posters supporting a specific candidate or issue are not permitted. Once the election is held, the material will be removed.
- g) Commercial publications containing information of general interest to Library patrons

Branch Managers will respond to concerns of patrons about the propriety of handouts and postings in Branch Libraries. Patrons may appeal a Branch Manager's decision by writing to the Library Director.

The Library Director will respond in writing to patrons who appeal local decisions or who have concerns about the propriety of materials authorized for posting or distribution. Patrons may appeal such a decision to the Library Board.

Such appeals will follow the Library's Reconsideration of Library Materials policy.

SIGNAGE BY LIBRARY STAFF

Signage in the library should be clear, neat, and professional, generally not handwritten.

All signs in public areas must be approved by the Branch Manager or designee.

All signs require a small date in a bottom corner to indicate when the sign was made. Signs should be changed in a timely manner to keep them interesting. No sign should be left up for more than 2 years without approval of the Branch Manager.

Adopted January 29, 2004

Revised 2/25/08