

Subject: LIBRARY DISPLAY POLICY

Effective: October 1987, Revised June 15, 1992, Revised October 19, 1992,
Reviewed July 19, 1999, Reviewed August 15, 2005, Reviewed
September 19, 2005, Reviewed August 20, 2007, Revised November 18,
2013, Revised May 15, 2017

Policy Objective:

To establish a policy for groups and individuals seeking to display literature, artwork, or other non-commercial materials of an informative or aesthetic nature in the Glendora Library.

Authority:

Board of Trustees of the Glendora Public Library

Assigned Responsibility:

Library Director and staff

Procedures:

See Attached Regulations

CITY OF GLENDORA
BOARD OF LIBRARY TRUSTEES

LIBRARY DISPLAY POLICY

All potential display areas in the library facility are under the control of the Glendora Public Library Board of Trustees, with the Library Director administering the policy as established by the Library Board. Library policies protect first amendment rights, are enforced equitably, are available for review by the public and support the American Library Association's *Library Bill of Rights*. All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Director.

While the Library would like to accommodate all requests of local organizations and businesses for such space, the volume of requests and the small amount of space available makes this impossible. The term "display" is used collectively to include handouts, flyers, posters, and exhibit items. The Library can address most display requests within three working days; however, when materials are atypical, compliance is complex, or consultations are required, the process may take considerably longer. The Library does not advocate or endorse the viewpoints of display items or their related people/organizations.

Neither the City nor any of its agencies, officers, employees, agents or representatives shall be responsible for vandalism, damage, destruction, theft, or loss of any items displayed.

Purpose of Library displays:

The Library provides display facilities for public and Library use. Displays shall further one or more of these purposes:

- Connecting users with Library materials, programming, services, and other resources
- To highlight current issues, events or other subjects of public interest
- To explain the activities of local agencies engaged in educational, recreational, cultural, intellectual or charitable activities
- To provide information about community affairs, organizations, services and activities of likely interest to the local community

Ineligible for display are partisan political candidate or partisan proposition materials and solicitations; promotions for commercial or private events, such as yard or item sales, and "services provided;" and materials that conflict with other Library/City behavior, facility, and usage policies.

Literature Display Racks:

The Library reserves the right to refuse display materials that are awkward to display or take up disproportionate space. Displays are only allowed in designated areas. Other areas, such as

service desks, study tables, and undesignated walls, windows, doors, and shelving end panels, are reserved for the Library's own displays.

Library or City displays shall have priority of use of available space.

As space is available, in priority order, the following materials will be made available:

1. Other local, state or federal government;
2. Quasi-governmental agencies (e.g. bus and light rail schedules);
3. Public school systems;

All literature must be reviewed and approved by Library Management before it can be placed in the display racks.

Other Display Areas:

At its discretion, the Library may identify specific areas such as bulletin boards for the display of posters, fliers and promotional materials of nonprofit organizations. Any materials that groups want to display should be submitted to staff at the main desk with final approval given by Library Management.

- Materials are posted by the Library, only as time and space permit
- Items may be removed by the Library after the event has occurred or after 30 days
- Materials will not be returned

Displays utilizing other areas of the Library facility will be considered by the Library Director on a case-by-case basis and in accordance with the principals expressed in this policy.

Display of local art:

Local art may be displayed at the discretion of the Library Director, in consultation with Risk Management and/or other City administrative offices as needed. Displayed art will not be considered for sale. The art may be displayed in non-secure areas.

Any deviation from the Display Guidelines must be cleared in advance with the Library Director or designee.

Approved and adopted this 15th day of May, 2017

Ayes: 3

City of Glendora
Board of Library Trustees

Noes: 0

Absent: 2

Attest: 
Janet Stone, Library Director

By: 
Patrick Hollanders, President