



Milanof-Schock Library

Policy Title: Display policy

Date: 8-16-2018

Approved by MSL Board of Directors: 10/18/2018

Thank you for your interest in communicating with the Donegal Area Community. We are pleased to be an educational, civic, and cultural resource to the community. We have put the following policies for display and distribution into place to minimize misunderstandings. If you have any questions, we are happy to discuss them with you.

Summary & Purpose

In an effort to provide the community with up-to-date information and educational resources, the Library display areas will display flyers, brochures, artwork, and other material of interest for the Donegal Area.

This policy will establish guidelines for materials and displays in the Library and on Library property. This policy governs the use of the facility, literature distribution racks, bulletin boards, display cases, walls, tabletops, bookcases, and signage in or on Milanof-Schock Library property.

Authority:

People or organizations not fulfilling their obligations as enumerated in the following list of policies and procedures may be denied use of the Library's display areas in the future.

- The Operations Coordinator is the point of contact for displaying or distributing materials.
- Variances, waivers, or any policy interpretation issues may need to be addressed with the Executive Director for resolution.
- The Library reserves the right to prohibit future use of the facility by a group or individual, which causes damage, violates Library rules, or interferes with Library operations.
- Unresolved disputes may be taken to the Board of Directors, whose decision will be final.

Policies:

1. Library oriented materials shall have first priority.
2. Materials promoting nonprofit organizations, especially a single function or special event sponsored by or for a not-for-profit organization may be accepted for posting, display, or distribution on a space available basis. In the case of space limitations, priority will be given to Library partners or events occurring in the Library's service area (Mount Joy Borough, Mount Joy Township, East Donegal Township, Marietta Borough, and Rapho Township).
3. Material specifications:
 - a. Events materials will not be handwritten or drawn.
 - b. Event materials will not exceed 11" x 17" inches in size.
 - c. Event materials will not be posted more than 30 days prior to the event date.
 - d. Library staff cannot save materials to post or display at a future time.
4. Items from individuals, commercial entities, political campaigns, or profit-making organizations will not be accepted for display or distribution, including but not limited to the following: advertisements from individuals for child care, tutoring, music lessons, items for sale, boutiques, and garage sales.
5. Items using this distribution and display opportunity solely to pray and proselytize will not be accepted for posting, display, or distribution.

6. Items that are political in nature will not be accepted.
7. Artwork, displays, and materials may not be illegal, defamatory, or obscene, as determined by the Library Director or designee.
8. Name and contact information for the group or individual preparing the materials must be a part of the materials.
9. Outdoor signs and posters will not be displayed on Milanof-Schock Library property. Signs and posters placed on the Mount Joy Borough right of way between the sidewalk and Marietta Avenue and/or the sidewalk and School Lane Road will be removed.*
10. The Library retains the right to refuse any materials for display and/or distribution. Basis for refusal may include size, appearance, or space limitations.
11. Granting permission to display materials or distribute items does not imply Library endorsement, nor does the Library accept responsibility for the accuracy of provided materials.
12. Should artists wish to donate pieces of art to the library, the Executive Director in concert with staff and Trustees, will accept the gifts under the following proviso.
 - a. Art given to the library will be considered to be owned by the library.
 - b. The donor will not require the art to be displayed in the library or on Library property.
 - c. Artwork may be sold to benefit the Library, or given to another non-profit organization for their use or benefit.
 - d. Artwork may be removed from the property if a simple majority of the Board of Trustees deems the artwork inappropriate.
13. The Library cannot guarantee the safety of materials or artwork left at the Library. The library will not be responsible for any damage that occurs.
14. The Library will not be liable for any materials that go missing.
15. The Library will not be held liable for any illness or injury caused by another organization's display or material.

*Patrons have the option of contacting Mount Joy Borough regarding the placement of signs on the right of way between the sidewalk and street. Library policy will be waived upon receipt of an official request from Mount Joy Borough officials.