

## **Community Information: Bulletin Board, Display Areas and Public Spaces**

### **Purpose:**

The Milford Public Library provides a limited amount of bulletin board and display area space for announcements and notices of local community activities and events, public service and commercial notices of educational, cultural, or community interest.

### **Policy:**

The following applies to all public bulletin boards and all literature display areas used for the aforementioned purposes.

1. All items should be brought to the Circulation Desk for approval by the Library Director or designated Library staff.
2. Priority is given to local non-profit organizations and events. If display areas are crowded, Library staff reserves the right to select notices.
3. Items approved for display will be signed with a removal date and initials of the staff member. Most items will be displayed for up to 30 days unless approval is given for a longer period of time.
4. It is desirable that postings have a name and telephone number or email contact for further information or clarification.
5. Only the Library Director or designated staff will post materials so that materials are neatly posted and adequate space for the posting can be determined.
6. Only the Library Director or designated staff or the original person requesting an item be posted may remove notices.
7. Materials of a political nature will not be displayed. However, election information, such as that provided by the Secretary of State or the League of Women Voters may be made available.
8. Information on tutoring, day care services, and other child related services will be kept in the Children's Department.
9. Petitions may not be posted in the Library.
10. Once items are removed from display, they are discarded.
11. Items posted or left on tables without authorization will be removed and discarded.
12. Oversized posters may be rejected because of space limitations.
13. The Milford Public Library does not assume responsibility for materials damaged or stolen.
14. The Library supports the User Initiated Exhibits, Displays, and Bulletin Boards Interpretation of the Library Bill of Rights.
15. Acceptance of materials for display does not imply the Library's endorsement of a group or organization, its policies or beliefs.

## **Library Spaces**

The Library may occasionally allow local community oriented organizations to use certain areas of the Library on an informal basis. In order to be fair to the other users of the Library, the following conditions apply:

1. Approval must be obtained from the Library Director.
2. Approval will be subject, but not limited, to the following: Library usage, space availability and the needs of the community organization.
3. The organization agrees that any disturbance to normal Library use will cause permission to be withdrawn at any time.
4. The Library cannot provide any equipment, supplies, etc.
5. The organization agrees to hold the Milford Public Library harmless in matters of liability relating to their use of the facility.

## User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights

Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*, which states:

- "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." (Article I)
- "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." (Article II)
- "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." (Article VI)

Libraries are not required to make space available to community groups or individuals for exhibits, public displays, notices, pamphlets, or flyers. However, if they do, they should post a permanent notice stating that these spaces are available as a service for the public and are not necessarily reflective of the library's viewpoint.

Libraries should have written policies that are content-neutral (do not pertain to the content of the display or to the identity, beliefs, or affiliations of the sponsors), clearly defined, and applied equally, and that address any time, place, and manner restrictions. Policies should be inclusive rather than exclusive. For example, a policy that the library's space is "open to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement about the limited uses of the space.

Those who object to the content should be able to request a reconsideration, similar to challenging any library resource. Library workers should not censor or remove materials from exhibits, displays, or areas designated for the distribution of information because someone may disagree with the content or with the identity, beliefs, or affiliations of the sponsors.

***Adopted July 2, 1991, by the ALA Council; amended June 30, 2004, July 1, 2014, and June 25, 2019***

"User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/exhibitsdisplaysbulletinboards> (Accessed October 15, 2019)

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