

Policy: Library Display Spaces.

Allegany County Library System (ACLS) provides opportunities for library and community posting as part of our mission to enrich and improve the community by offering opportunities for exploration, lifelong education, community engagement and access to technology.

Library Display Spaces include:

- Community Bulletin Boards,
- Branch Bulletin Boards,
- Electronic system-wide signage,
- Library Web Sites,
- Library Social Media Posts,
- Collection Displays
- Display Cases, and
- Exhibit Spaces.

Library Postings

The library posts information about library events, programs and services on numerous platforms designated for specific uses.

System-Wide Signage

- System-wide signage is reserved for library use only.
- System-wide signage is in the form of slides displayed in rotation on screens at each library branch.
- System-wide information is displayed at all branches for a consistent library message and system identity.
- Examples include *"Libby eBook App,"* or *"Read Down Your Fines"*

Branch Bulletin Boards

- Branch bulletin boards are reserved for library use only.
- Branch bulletin boards are intended to highlight and promote branch specific events, programs or services.
- Branch bulletin boards also contain pamphlet holders for take-away and are intended to remove clutter from service desks.

Meeting Room Bulletin Boards

- Meeting Room bulletin boards are reserved for library use only.
- Meeting Room bulletin boards are intended to highlight meeting room policies.

Community Bulletin Boards

- Information about events, programs, or services available at other ACLS branches should be posted on Community Bulletin Boards.
- Community bulletin boards also contain pamphlet holders for take-away and are intended to remove clutter from service desks.

Websites and Social Media

- Library websites and social media is reserved for library use only.
- Information about library events, programs and services are posted on our web sites and on our social media accounts.

Collection Displays

- Collection display spaces are reserved for library use only.
- Library staff use collection displays to highlight and encourage use of items from our collection.
- Collection Displays can be found in designated locations at ACLS branches such as “wedding cakes” or shelving unit end panels

Community Postings

ACSL provides opportunities for the distribution of community information at designated areas in each library branch. Community postings are distributed as space and time permits.

- All community postings will be placed on Community Bulletin Boards.
- We will post information from federal, state, county, or city governments, regardless of content.
- We will post information from agencies which receive a majority of their funding from government sources.
- We will post information regarding classes and other educational events. The classes must be offered in a group setting and open to the public, except for tutoring sessions.
 - Organizations may charge a fee for these classes.
- Businesses cannot include advertisements about their services
- Information regarding special events sponsored by private or religious schools, such as open houses, is also acceptable.
- We will post information regarding events which are open to the public, whether the events are free or not.

- Such information can include announcements of plays, concerts, or art exhibitions; and announcements of fairs and festivals, ranging from a local church festival to the state fair.
- We will post information provided by nonprofit organizations. Such information can include nonprofit membership recruitment, disaster relief efforts sponsored by churches, or announcements of volunteer/support needs, such as volunteer or blood donor recruitment.

The library cannot post all information it receives.

Library branches will give priority to events or organizations based within Allegany County, and within the Library branch service area.

Items on Community Bulletin Boards and in community pick up areas will be regularly weeded for timeliness and condition.

All material will be reviewed by the Branch Service Leader, or designated staff members and if approved, posted by library staff.

Content which will not be posted on Community Bulletin Boards includes (but is not limited to):

- Campaign information encouraging the public to vote for a particular candidate or referendum item
- Announcements of events not open to the general public, such as fraternal club membership meetings
- Advertisements of businesses, products, and personal services
- Notices of job openings from organizations other than government
- Notices from anonymous groups or individuals
- Spam or links to other sites
- Items not related to the library and its mission
- Material that advocates illegal activity
- Postings that include personal attacks or offensive and/or inflammatory language
- Infringements on copyrights or trademarks
- Confidential or private information

Display Cases and Exhibit Space

The purpose of Display Cases and Exhibit Space at Allegany County Library branches is to display creative works and collections of informational, historical, or cultural interest. When designated display cases or exhibit space within the libraries are not in use for library purposes, space may be made available for non-library groups. All groups must be non-profit.

Subject matter and content must be appropriate for family viewing.

Displays or exhibits created by ACLS have priority over displays or exhibits sponsored by non-library groups. Priority for use of Display Cases or Exhibit Space is given to groups and individuals within Allegany County.

Display cases and exhibit space is not available at all branches and not at all times. The Library may designate spaces for particular types of displays to make best use of display cases or to make the display more visible to the intended audience.

The utilization of display cases or exhibit space by any group shall not imply the Library's endorsement or approval. Each display will have a sign indicating the group that prepared the display.

Exhibits sponsored by non-library groups may be limited by size of the exhibit, length of time materials may remain on display, and the frequency with which materials may be displayed by the same group.

A customer interested in developing a display for a Display Case, or an Exhibit Space in a library branch must complete a [Library Display Space Application Form](#) which provides library staff with a description of the items proposed to be included.

The Allegany County Library System has sole discretion in approving content for Display Cases and Exhibit Spaces and reserves the right to reject any or all display materials. Concerns or complaints regarding displayed materials will be referred to the Executive Director for consideration. Appeals of decisions by the Executive Director may be brought before the Board of Trustees, whose decision shall be considered final. All displays and exhibits in the library are scheduled by library staff.

When planning a Library Display Space Application Form, please remember the following:

- Display Cases and Exhibit Space are not to be used for the promotion of an organization affiliated with a commercial enterprise, business, or political party.
- The Allegany County Library System and the Board of Trustees is not responsible for damage or loss of art work and property displayed on library premises. Although private property can be displayed, it will be at the owner's risk. For items of high value, the customer may want to consider obtaining additional personal insurance. No personal locks may be added to the display case. A customer providing items for a display is required to sign the Library Display Space Application Form.
- The person providing the Display or Exhibit is responsible for the complete setup on the agreed-upon date. Set up includes labels, backdrop, fastenings, and other materials. The person providing the Display or Exhibit is also responsible for the complete removal on the agreed upon date.
- Displayed items should be clean and in good condition. Displays should reflect a well thought-out theme and finished product.
- A customer's name or organization must be placed with the display. Also, the application form asks if the library may share a customer's contact information with persons who inquire about the display.
- Any advertisement or promotion, including print or digital brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and phone number of the individual or organization sponsoring the display. The library logo, website and phone number may not appear on the publicity. The library may not be identified or implied as a sponsor. All publicity material must include the following disclaimer: "Use of library display space does not constitute endorsement of this organization, this program or its content by the Allegany County Library System."
- Prices may be placed with, or next to, exhibited artwork, along with name and contact information. Any artwork sold is done so directly between the artist (the seller) and the buyer. The library does not sell or hold money related to sale of exhibited art.
- ACLS does not accept responsibility for ensuring that all points of view are represented in any single display. Granting of permission to display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

Content which will not be included in a Display Case or Exhibit Space includes (but is not limited to):

- Campaign information encouraging the public to vote for a particular candidate or referendum item, except as it pertains to items of historical interest (ex. campaign buttons)

- Announcements of events not open to the general public, such as fraternal club membership meetings
- Advertisements of businesses, products, and personal services, except as it pertains to items of historical interest
- Notices of job openings from organizations
- Notices from anonymous groups or individuals
- Items not related to the library and its mission
- Material that advocates illegal activity
- Items that include personal attacks or offensive and/or inflammatory language
- Infringements on copyrights or trademarks
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