



Displays, Exhibits & Distribution of Free Materials/Information Policy

The Wood County District Public Library has display cases, exhibit space, bulletin boards and literature racks intended for the promotion of library events, news and services. The promotion of library activities takes precedence over any other usage.

When not being used to promote library activities, the Library invites local government entities, non-profit organizations, civic groups and individuals from the Wood County area to use these spaces for the display of materials or distribution of information related to educational, cultural, intellectual or charitable activities and events of local community interest. Additional space may be allocated for public notices of a “classified ad” nature.

The presence of a poster, brochure, flier, or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the viewpoints expressed.

The Board of Trustees authorizes the Director to establish, monitor and revise guidelines to manage the use of these spaces by non-library groups and individuals.

Adopted by the Board of Trustees July 9, 2008

Guidelines for the Use of Display Cases, Exhibit Spaces, Bulletin Boards and Literature Racks – July 2008

- All materials to be displayed must be pre-approved by library representatives.
- Arrangements to use the display cases and exhibit spaces may be made up to three months in advance.
- Displays or exhibits may not last longer than 31 days.
- Set-up and removal of displays or exhibits are the responsibility of the requesting group/individual.
- The library provides no supplies.
- The library cannot be responsible for loss or damage to any item(s) displayed. Exhibitors may be asked to sign a waiver releasing the library from any responsibility for loss or damage to any item(s) on exhibit or display.
- Promotional materials are not to be of a political nature.
- Commercial, for-profit and advertising notices are restricted to one bulletin board (see below).
- Materials will be kept no longer than 31 days; materials cannot be returned once given to the library for distribution.
- The three bulletin boards in the back hallway are designated as follows:
 1. Bulletin Board A (nearest the Checkout Desk) is reserved for notices promoting community events in the area.
 2. Bulletin Board B (the center bulletin board) is reserved for library use only.
 3. Bulletin Board C (nearest the back door) shall serve as a “Want Ad” section and will be used to display notices of available or needed goods and services. Materials in this section will be dated with the day of the posting and will be discarded on a “first on, first off” schedule. No individual item to be displayed shall exceed 18”x24”; no “collection boxes” shall be used.”

The Wood County District Public Library reserves the right to remove, without prior notice, any displayed material that does not meet the above guidelines.

Application for use of a Display Case or Exhibit Space:

Group _____

Individual responsible _____

Address _____

Telephone # _____

Date Requested _____

Front Display Case ___ Back Display Case ___

Hallway Exhibit Space ___

I have read the agreement and agree with the display case rules and regulations.

Signature/Date

Library Representative/Date

Display Case Dimensions

Back: 4' x 4'; 2" wide, 16" deep

Front: 17'9" x 2"1/2" (floor to ceiling)