



Displays, Exhibits & Distribution of Free Materials/Information Policy

The Wood County District Public Library has 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

- 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 commercial, for-profit and advertising 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. No “collection boxes” shall be used. Displays or exhibits may not last longer than 31 days.
- Promotional materials are not to be of a political nature.
- Materials will not be returned once given to the library for distribution.
- The library provides no supplies.

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

All materials to be displayed must be pre-approved by library representatives