



## Display and Exhibits Policy

### I. Purpose Statement

The Display and Exhibits policy exists to guide library staff in what is acceptable to post, display, or otherwise exhibit in the library on bulletin boards and/or display cases. The library maintains bulletin boards and display cases for the exclusive purpose of promoting library services and programs of the library. The library also maintains a community board that allows for community event flyers, school notices, and other non-profit organizational announcements. The responsibility for the design and placement of all displays/bulletin boards rests with the staff of the library.

### II. Guidelines

1. Approval for posting of materials on the community bulletin board must be obtained from library staff.
2. Posters and/or other printed materials promoting any programs or projects of a commercial or political nature will not be displayed or distributed.
3. Notices or flyers with printed charges are accepted if sponsored by organizations that can prove a non-profit, tax-exempt status.
4. First preference is given to the promotion and display of library events.
5. Items left without approval will be discarded without notification.
6. Posting of notices does not imply endorsement by the Eagle Mountain Library or Eagle Mountain City.
7. The library reserves the right to make the final decision as to whether or not a given piece is to be displayed.

### III. Exhibits

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. The library assumes no liability for damage or loss relating to any exhibit set-ups for public viewing in the library and will take no extraordinary measures to ensure its safety.