



Antlers Public Library Display Case and InfoBoard Policy

Display Case

The display case in the foyer of the Antlers Library and Community Room building is used by the library to promote library events and topics deemed appropriate by the library staff. Institutions, groups, or individuals other than the library may request to use the display case for exhibits by filling out a Display and Exhibit Registration Form (Appendix A).

- 📖 Exhibits must be approved by the library staff and will be displayed no longer than one month.
- 📖 Political displays advocating the election or defeat of candidates will not be accepted.
- 📖 The library will try to protect materials displayed, but cannot be responsible for loss or damage to such displays or art shows.
- 📖 If the exhibit materials are left longer than one week after the end of display time, the materials then become property of the library and may be disposed of or used as seen fit by the library staff.
- 📖 Displaying exhibits does not constitute endorsement by the library of the beliefs or policies of the sponsoring group.

InfoBoard

The Antlers Public Library maintains a bulletin board on the west wall of the library to disseminate public information. Individuals and groups are invited to submit items to be displayed to the library staff.

- 📖 Materials must be approved by the library staff and may be displayed for up to one month. Meeting and event notices will be taken down the day after the scheduled meeting. General and information posters may be displayed for longer periods of time at the discretion of the library staff.
- 📖 Materials for the bulletin board should be no larger than 8 ½ x 11". Larger materials may be accepted and posted if space allows, at the discretion of the library staff.
- 📖 Materials shall be displayed for a time not to exceed 14 days *prior* to a specific event.
- 📖 The library will not be responsible for saving any posted materials.
- 📖 The library will not be responsible for the validity of any information posted.
- 📖 Political posters or displays advocating the election or defeat of candidates will not be accepted.

- 📖 Posting of said items does not constitute endorsement by the library of the beliefs or policies of the sponsoring group.

Under the bulletin board are several pamphlet racks that hold tri-fold pamphlets that are free to the public. Community organizations and businesses are invited to bring their pamphlets to the library for distribution to the public.

- 📖 All materials must be approved by the library staff before being added to the rack.
- 📖 Materials for the rack should be 8 ½ x 11 tri-fold. Larger materials may be accepted and offered with the tax forms, if space allows and at the sole discretion of the library staff.
- 📖 Materials shall be offered until all copies are distributed or the information contained within is verified as being out-of-date.
- 📖 The library will not be responsible for saving any undistributed items or for requesting additional copies.
- 📖 The library will not be responsible for the validity of any information contained in the pamphlets.
- 📖 Political items advocating the election or defeat of candidates will not be accepted.
- 📖 Distribution of said items does not constitute endorsement by the library of the beliefs or policies of the sponsoring group.

Approved October 2016