

BULLETIN BOARD / INFORMATION AREAS / DISPLAY CASES

BULLETIN BOARDS

The Berne Public Library offers a bulletin board for announcements and notices of programs and activities sponsored by government and non-profit civic, cultural, educational, and religious groups.

- Items posted will be no larger than 8 ½” x 14” in size.
- Items posted may not display materials that advocate for a particular political candidate or issue. No political advertisements.
- Items posted may not contain graphics or text that could *reasonably* be considered offensive to the community.
- Items posted from religious organizations may only promote activities/services open to the public and may not promote religious beliefs.
- Commercial announcements are not accepted on the bulletin board.
- Due to limited space, only 1 copy of an item may be posted.
- Notices of items for sale or commercial services are not allowed and will be removed. .
- All notices for a specific event will be removed after the date of the event.

All bulletin board announcements shall be left at the Adult circulation desk to be reviewed by Library Director before they are posted. The Library reserves the right to remove non-reviewed items from the bulletin board at any time. When space is limited, priority is given to announcements featuring local events and organizations. All announcements will be dated and will be posted for no more than 30 days—the Director has the discretion to extend this period if deemed necessary.

Library Use ONLY

- Bulletin Board in the Teen Area
- Bulletin Board behind the Adult Circulation Desk
- Adult, Children, and Heritage Room Information/Circulation Desks
- Elevator walls
- Library walls and windows
- Restrooms

Library staff will remove all materials that do not follow the above criteria.

INFORMATION AREAS

The Berne Public Library has two brochure racks and two bookshelf tops for informational handouts sponsored by government and non-profit civic, cultural, educational groups and religious groups.

- Items displayed will be no larger than 8 ½” x 11” in size.
- Items displayed may not display materials that advocate for a particular political candidate or issue. No Political advertisements.
- Items displayed may not contain graphics or text that could *reasonably* be considered offensive to the community.
- Notices of items for sale or commercial services are not allowed and will be removed.
- Commercial announcements are not accepted.
- Handouts, brochures, etc. from religious organizations may only promote activities/services open to the public and may not promote religious beliefs.

The Library does not allow distribution of literature or leaflets, canvassing or similar types of appeals by members of the public within the Library or on Library grounds.

Containers for monetary contributions may not be placed in the Library. The only types of merchandising permitted are sales or activities for which the Library is the beneficiary.

All handouts shall be reviewed by Library staff before they are displayed. The Library reserves the right to remove inappropriate items from the brochure racks or bookshelf tops at any time. Priority is given to handouts featuring local organizations and events.

DISPLAY CASES

The Berne Public Library has a display case in the Lobby. The display case by the Children’s Department is reserved exclusively for items publicizing Children’s Department programs.

- All exhibits and displays are by invitation of the Berne Public Library staff.
- Exhibitors wishing to be invited to display need to contact the library.
- After the library, Adams County school organizations, community groups, and residents will have first priority.
- All exhibitors shall present their exhibits in a tasteful, artistic, and professional-looking manner, as this is a visual representation of their organization, its beliefs, and ideals. No exhibitor may solicit members or contributions in their exhibits.
- The content of the exhibit should be suitable for patrons of all age groups and not of a nature that could discourage patrons from using the library.
- All displays are to be set up and removed by the exhibitor. If the display is not picked up before the next display is put into the case and the library staff has to remove it, the exhibitor will be contacted and given four weeks to pick up the display. Exhibit materials may be discarded if not picked up in a timely manner.

- The name of the organization responsible for the exhibit shall be in plain view.
- The library reserves the right to issue a written disclaimer indicating to the public that an exhibit does not reflect the beliefs or views of the library. Further, the library reserves the right to reject any exhibit that is not consistent with the purpose of providing useful information to the public.
- The display will remain in place for a mutually agreed upon time. No display will remain in place indefinitely.
- The Library Director and/or staff may remove any exhibit item at any time that does not meet content and procedure guidelines.
- The library is not responsible for items exhibited.
- The Berne Public Library reserves the right to remove exhibits and displays at any time.

Adopted 6/16/2015
Reviewed 09/17/2019