

**Display Policy**  
**(In-house displays, bulletin boards, pamphlets, and petitions)**

Consistent with the American Library Association Bill of Rights, the Coshocton Public Library display cases and display areas, bulletin boards, and pamphlet racks are available for the posting of information related to educational, cultural, intellectual, or charitable activities and events. The presence of a poster, brochure, petition, flyer, display, or any other notice in the library does not necessarily indicate that the Library either advocates or endorses the viewpoints expressed.

The Library shall have first priority in scheduling all Library displays.

A. Conditions for display: Bulletin board, pamphlets, petitions

1. Designated staff shall review items to be posted to determine compliance with this policy. The Library director shall make the final determination of compliance. Examples of items that will not be accepted for posting are: materials that support or oppose the election of any candidate for public office; federal, state, or local legislation; support or oppose a specific religious conviction; and product promotion or services for sale by commercial entities or individuals. Decisions may be appealed in writing to the Library Board of Trustees.
2. Materials to be displayed should be delivered to the main desk. Designated staff will post approved materials on the bulletin board or place them in the pamphlet rack. The Library has the right to remove items that have not been posted by Library staff.
3. Designated staff will remove materials as they become outdated, damaged/worn, and will remove items that have been posted for an excessive amount of time. The Library cannot be responsible for their return.

B. Conditions for display: Display cases and free-standing displays

1. Designated staff shall schedule displays for the display case and free-standing displays in compliance with this policy. The Library director shall make the final determination of compliance. Decisions may be appealed in writing to the Library Board of Trustees.
2. Display requests may be submitted beginning October of prior year. Displays will be scheduled for one forthcoming year only.
3. Displays must conform to the space restrictions of the assigned area and be securely affixed to the display surfaces. Only staples, thumbtacks, pins, and tape may be used to attach items to the display surface.
4. Any individual or organization who provides materials for a display shall sign a waiver form that releases the library from any responsibility for loss or damage to works on display. If the individual is a minor, a parent or legal guardian will be asked to sign the waiver.
5. The Library will not sell items from the display cases nor will prices be displayed, unless promoting the Friends of the Library.

Board of Trustees

