

Policy and Procedure Manual	Section B 3
Public Policy Display Policy	Issued :September 20, 2004 Approving Authority: Library Board of Trustees

Display Policy

The Orland Park Public Library welcomes the opportunity to allow community groups, organizations, and individuals to use the various display areas of the library. The purpose of the library's display facilities is to increase public awareness of the library's resources and to fulfill its mission to promote intellectual freedom, life-long learning and the enhancement of cultural, civic and recreational activities. Groups using the facilities for displays and exhibits shall further one or more of these purposes:

1. To promote a theme related to library services, collections, or programs.
2. To bring together library materials from several subject areas that relate to a theme of current interest.
3. To highlight current issues, events, or other subjects of public interest.
4. To display high quality original art, crafts, photographs or writings of local or Illinois artists.
5. To highlight the activities, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual, or charitable activities.
6. To display interesting collections or hobbies of local residents.

The materials for the public bulletin boards and information kiosks must meet the purpose set forth by number five above and be approved by the Public Information Coordinator.

The final decision as to suitability of materials in the display area will be made by the Display Committee and the Library Director. The library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purposes mentioned above. The library does not accept responsibility for ensuring that all points of view are represented in any single display.

Priority for displays and exhibits is given in the following order:

1. Library and library groups
2. Official agencies and boards of governments serving the Village of Orland Park

3. Non-Profit groups
4. Businesses for non-commercial use

Granting of permission to display materials does not imply library endorsement of content; nor will the library accept responsibility for the accuracy of statements made in such materials. The library assumes no responsibility for loss, damage, or destruction of items left for display. Groups or individuals must provide their own insurance on the items they display at the library. The library will not provide storage for the property of organizations or individuals displaying in the library. All displayers are required to sign an Exhibit Release which releases the library from any responsibility for display items.

All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, or invasion of privacy.

Displays may not oppose or support either a candidate for elective office or an issue appearing on the ballot.

Name and contact information for the group or individual preparing the display shall be a part of the display.

Library display space may not be used as a sales gallery.

The Board of Library Trustees reserves the right to amend this policy at any time. The library reserves the right to cancel any reservation for a display due to unforeseen circumstances. The library may also deny access to the display areas to an individual or group that has failed to follow the rules and regulations for displays.

The Library Director is authorized to establish reasonable regulations governing use of the display areas.

This policy is not all-inclusive; approval of individual display situations not described here will be determined by the Library Director.

Adopted by the Orland Park Public Library Board of Library Trustees on September 20, 2004