

Policies of the Albion Municipal Library and Heritage Center

Section 4 – Public Services

Policy Section 4.3 – Exhibit Space and Bulletin Board

1. The library maintains numerous display spaces including bulletin boards, brochure racks, and exhibit spaces for the purpose of disseminating library, community, or public service information and materials of educational or cultural interest.
2. The Library Board of Trustees subscribes to the Library Bill of Rights, Article VI states: Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliation or individuals or groups requesting their use.
3. Bulletin Board & Exhibit Space Guidelines
 - a. The library will post and distribute information on educational and cultural opportunities available within the area.
 - b. The library will post or distribute free materials such as community pamphlets, flyers, calendars, newsletters, tabloids, and other information or public awareness and convenience.
 - c. The library acts as a distribution point for information that city, county, state, and federal government agencies wish to disseminate widely.
 - d. Job search information will be posted or distributed if it is of general public interest.
 - e. Display spaces are available to the public on a first-come, first-served basis.
 - f. All notices, posters, and free literature must be approved and removed from the display spaces by library staff.
 - g. Library staff will periodically remove materials that are dated, worn, or violate this policy.
 - h. The library reserves the right to limit the duration of an exhibit and the frequency of the use of library space by an individual or group.
 - i. The library is not responsible for returning materials.
 - j. Display spaces are not intended for retail trade, private events, political campaign literature/advertisement, or fundraising events not associated with the City of Albion or the Albion Municipal Library.
 - k. The library has very limited space for exhibiting artwork therefore reserves the right to display works of organizations within the community and who are served by the Albion Municipal Library specifically.
 - l. Those who object to the content of any exhibit held at the library should submit their written complaint to Library Director.
 - m. The Library Director and Library Board of Trustees reserve the right to deny display space to any individual or organization at any time.
 - n. The library accepts no responsibility for the protection, possible damage, or theft of any item displayed, exhibited, or posted. All items placed on display in the Library are at the owner's risk.

REVISED: 11/22 REVIEWED: 11/22, 4/24

REVISED: 11/22 REVIEWED: 11/22, 4/24