

## **The Naples Library**

### **Displays and Handouts Policy**

Requests made by the public for Library display space shall be granted only for educational, artistic, and cultural materials that are designed primarily to promote interest in the use of books, other library materials, and information services. Displays will not include price of objects; only the name, address, and telephone number of the display sponsor (when appropriate) may be made available to the public. Requests shall be considered by the Library Director/Manager or designated staff member.

The Library reserves the right to limit the size, number of items, the schedule and length of any display, and the frequency with which the artist or organization may have a display.

Artists, individuals, and organizations requesting to display objects, collections or other materials are chosen on a first-come, first-booked basis. Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the Director/Manager determines that the display space is needed for Library's purposes.

The artist, individual, or organization is responsible for setting up his or her own artwork or objects, arranging, and taking down his/her exhibit. Library staff is not available to assist the artist with setting up or taking down his/her exhibit, but may supervise installation. The Library cannot reimburse for the cost of materials and supplies needed to hang or display artwork or other objects.

- The Library is not responsible for any artwork or objects that are lost, damaged, or stolen while on exhibit or display.
- The Library will not charge individuals or organizations to display material.
- The Library reserves the right to decline content that is not appropriate for display.

#### **Staff Displays**

Any display created by an employee of the Naples Library will be considered a staff display and not a public display. Staff may create displays of library materials to encourage programming and the use of the informational resources of the Library, and promote a positive view of the Library in the community. Such displays should reflect all viewpoints on a given subject where appropriate.

#### **Handouts and Flyers**

The Library acts as a distribution point for handout materials for public awareness. These items may represent diverse points of view.

a. The Library, at its discretion will provide reasonable space for announcements and notices of programs and activities sponsored by civic, cultural, educational, nonprofit, and religious groups.

b. The Library will serve as a community information and distribution center for public information. Approval of a display or distribution of handout materials does not indicate that the Library endorses any cause or activity.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on February 20, 2016