

PUBLIC DISPLAYS, NOTICES, HANDOUTS  
AND RELATED ACTIVITIES

TFML Policy No. 12

The Thomas Ford Memorial Library provides limited display space for materials of civic, cultural, educational and/or recreational nature that complement Library programs or promote Library services. Public use of the display space is limited to not-for-profit, non-partisan, non-commercial, or civic groups and to individuals with materials deemed to be connected to the Library's goals. Approval of a display does not constitute Library sponsorship of an organization, endorsement of a particular point of view, or support of the activities promoted by an organization or individual.

**12.1 Displays**

**12.11 Permitted Uses**

Organizations which, by purpose and membership are consistent with the Library's mission, goals and objectives may use the display space. Individuals who wish to exhibit art works, handicrafts or collections which enhance the Library's role as a cultural agent in Western Springs may use the display space.

**12.12 Application and Approval**

**12.121 Application**

An Application to use display space must be completed and submitted (Library Display Case Reservation Request) to the Head of Adult Services or Head of Youth Services, depending on which display case is being requested. Organizations must apply in the name of a member at least 18 years old holding a valid Thomas Ford Library Card. The sponsor must sign the reservation request and agree to be responsible for the display. An individual holding a valid library card may apply by submitting a reservation request in like fashion.

**12.122 Approval**

Reservation requests will be considered and approved as space becomes available providing contents and design of the display are consistent with guidelines established by the Library. Displays will not be shown without the formal approval of the Library Director or another designated staff member; unapproved posted material will be removed.

**12.13 Reservations**

Reservations for displays will be accepted up to 12 months in advance on a first-come first-served basis. In the interest of providing a variety of displays some may be postponed because of recent exhibits of similar nature. Displays may be placed without advance reservation if space is available.

#### 12.14 Duration

Space may be reserved for a maximum of one calendar month and the display must be removed from the Library in a timely manner. The Library reserves the right to dispose of any materials left beyond the termination date of the display. Displays must be set up and taken down during regular library hours.

#### 12.15 Information about Displays

A Display Information Form (attached) must be completed before the display is placed and will normally be included with the display. Individuals displaying collections who wish to remain anonymous may do so with the approval of the Library Director. The display of art works will include the name of the artist (address and/or the telephone number of the artist will be available at the Circulation Desk.) Completed Library Display Reservation requests are public records and will be made available to the public upon written request.

#### 12.16 Responsibility for Materials on Display

The Library will safeguard displays within reason; however, the Library is not liable for damage or theft of materials displayed.

#### 12.17 Focus and Appearance of Displays

The Library opens display areas to organizations and individuals to provide opportunities to inform the community of purposes, goals, services, activities or events they sponsor. Such information should be the focus of the display. Each display must be carefully planned and mounted in an informative, interesting manner with an eye toward attracting Library patrons to read or examine the presented material. Displays should visually enhance the areas of the Library in which they are located. An organization or individual will be asked to redo or remove a poorly executed display.

### 12.2 **Notices and Handouts**

#### 12.21 Permitted Uses

Limited space is available in the Library for not-for-profit, non-commercial agencies or civic groups to post notices and to leave handouts consistent with the Library's mission, goals, and objectives. Materials will be accepted on a priority basis for posting. Individuals may not post notices or leave handouts in the Library.

#### 12.22 Approval Process

No notice or handout will be posted without the approval of the Library Director or another designated staff member. Library staff will post notices and/or handouts after approval. The Library reserves the right to determine where a notice or handout will be located and how it is to be displayed.

#### 12.23 Duration

Notices and/or handouts will be removed after they have become dated.

### 12.3 General Guidelines

#### 12.31 Priorities

Display space may be needed to publicize Library and Library - related programs, activities, services and materials and to post legal notices. Priority will be given to serve these needs.

#### 12.32 Non - Compliance

The Library reserves the right to refuse or remove any notice, handout or display which does not comply with these policies.

#### 12.33 Prohibited Uses

Library display space may not be used: to advertise; to support or oppose any political candidate or organization; or to support or oppose any religion or religious belief. Material that, in the sole discretion of the Library Director, is deemed to be obscene or defamatory, invades privacy or incites violence may not be posted or displayed. Materials for display that, in the sole discretion of the Library Director are potentially dangerous to patrons, staff or property may not be displayed.

#### 12.34 Solicitations

Solicitations for donations are not permitted.

#### 12.35 Promotions

Library - related organizations such as the Friends of the Library and the Thomas Ford Library Foundation may have special sales or promotions in the Library.

#### 12.36 Situations Not Covered

Any situation not covered above will be resolved by the Library Director in consultation with the Library Board.

### 12.4 Complaint Process

12.41 Complaints concerning a decision to refuse or to remove a display, notice, or handout, or requests for the reconsideration/removal of a Library display must be made in writing on the **Request for Review By the Board Form** (attached) and sent to the attention of the Library Director. The **Request for Review By the Board Form** may be picked up at the Library or printed off the Library's website.

12.42 Forms submitted by Western Springs residents or Thomas Ford Library cardholders will be formally reviewed by a Committee composed of Library Trustees and Staff. Forms that are incomplete or unsigned will not be accepted. A decision will be made within five (5) days of receiving the request. The complainant will be notified by phone and in writing of the Committee's decision.

Attachments:

1. Library Display Case Reservation Request form
2. Display Information Form
3. Request for Review By the Board Form

Approved: 12/23/97

Reviewed: 11/23/99

Reviewed: 4/23/02

Revised: 3/23/04

Reviewed: 5/23/06

Revised: 10/27/09

Revised: 7/26/11

Revised: 6/24/14

LIBRARY DISPLAY CASE RESERVATION REQUEST

Applicant: Name \_\_\_\_\_ Organization\* \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email address \_\_\_\_\_  
Phone: \_\_\_\_\_

Liaison/Sponsor: (must be a Thomas Ford card-holder)

Name: \_\_\_\_\_ Library Card No: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Briefly describe the nature and purpose of the proposed display: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Month you wish to reserve display case: \_\_\_\_\_  
(Cases are booked by the calendar month)

I have reviewed, understand, and agree to abide by Library Policy #12 concerning Public Displays, Notices, Handouts, and Related Activities that governs the reservation and use of Library display cases. I agree to assume responsibility for the display and to insure that it is mounted and removed on time and that its contents and design are consistent with the requirements and guidelines set forth in the above-mentioned policy.

Signature of Liaison/Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

\*Organizations must be not-for-profit and non-commercial in nature, and must, by virtue of their purpose and membership be connected with the Library's goal of serving the educational, cultural, and civic needs of the community of Western Springs. Displays by individuals are limited to exhibits of artworks, handicrafts, or collections that enhance the Library's role as a cultural agency in the community.

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-----For Library Use:

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Application approved\*\* by: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments/notes:

\*\*Approval must be given by the Head of Adult Services or the Head of Children's Services.

**Display Information Form**

Name of Organization or Individual

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Description of Display's Contents:

**Request for Review by the Board Form**

**THIS FORM MUST BE COMPLETELY FILLED OUT AND SIGNED TO BE REVIEWED.**

**Complainant information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ himself/herself OR \_\_\_\_\_ name of organization

**Please state your concern, describing to what item, program, display, or Library Director/Board decision concerning any of the former you are objecting.**

**Why are you objecting?**

**In its place, what would you recommend that would convey as valuable a picture and perspective of the subject treated?**

**How do you think the Library Board and Staff should address this issue?**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_