



## **Display Policy**

Board approved: 8/2018, 5/2025

To provide the public with access to information that may not be available in the library's collection, the Granville Public Library will provide a designated space for the display and/or passive distribution of free non-library materials.

### **Print Materials**

The bulletin board, located inside the main entrance to the library, and the brochure stand, located at the top of the stairs leading to the children's department, are available to display and distribute print materials. Community organizations such as non-profits, cultural and educational institutions, and government agencies may request to display or distribute posters, flyers, and brochures that are informational in nature.

Organizations with materials to display should present them to library staff at the front desk for approval. Materials are reviewed by the Public Services Librarian weekly. Factors such as size, quantity, timeliness of the materials and space availability are considered. Priority may be given to materials from the library and its supporting organizations and to events and organizations that are of local interest. Display or distribution of materials does not imply endorsement by the library.

The Granville Public Library disposes of surplus, and/or outdated materials or materials that do not comply with this policy. The library assumes no responsibility for the preservation or protection of materials posted or distributed.

### **Display Case**

The glass display case, located inside the main entrance of the library, is available for non-profits, cultural and educational institutions, and community groups to exhibit work or display materials from their organization. Requests for use of the library's display case can be made to the Assistant Director.

Use of the display case is scheduled monthly, up to a year in advance. Display set-up and removal is the responsibility of the exhibitor, with dates determined when the request is approved.

All displays must include signage stating the organization name, contact person, and their email address or phone number.

The display case is locked, however, the library is not responsible for the security of the exhibits. In addition, no prices shall be affixed to items on display.

Library use of the display case takes precedence over any other use. Exhibitors may, at any time, be asked to reschedule displays or remove items to accommodate the library's needs.