



Community Posting Policy

- A. The library utilizes bulletin boards and pamphlet racks to publicize library and City of Hiawatha events, activities, and programs. Display spaces in library locations, including but not limited to display cabinets, bulletin boards, and pamphlet racks are solely under the care and control of library staff.
- B. Library staff, under the supervision of the Library Director, has discretion to approve, reject, and limit community bulletins, hand-outs, and other exhibits—size, number, duration, and display.
- C. All displays must meet existing State and Federal laws on obscenity, libel, defamation of character or invasion of privacy.
- D. Selection criteria for items to be displayed:
 - 1. Items should be neat, legible, and pertinent to cultural or educational matters.
 - 2. Items should be informational in nature and should not seek to persuade individuals to a particular belief, opinion, or candidate.
 - 3. Items should include all relevant information and should be of reasonable size and format as determined by library staff.
 - 4. Items regarding the sale, advertising, solicitation, or promotion of products, services and/or personal items may not be displayed. (Exceptions may be made for library and City of Hiawatha activities, and for informational publications inserted into the pamphlet racks that contain advertising.)
 - 5. Name and contact information for the group or individual preparing the display must be part of the display.
- E. Materials submitted to the library for display become the property of the library. Disposition of the materials is determined by library staff. Library staff will not accept responsibility for returning notices and posters.
- F. Materials posted on the bulletin board and and/or inserted into pamphlet display racks without approval by library staff may be discarded.
- G. Granting of permission to display materials does not imply endorsement by the library staff, by the Library Board of Trustees or by the City of Hiawatha.
- H. The library does not accept responsibility for ensuring that all points of view are represented in any single display, nor will the library accept responsibility for the accuracy of statements made in such materials.

- I. No posters or materials of a political nature will be displayed in the library. Exceptions to this rule may be made at the discretion of the Library Director and will only be made for political groups of a non-partisan nature that serve to educate the public on political or governmental issues.
- J. The Library Board of Trustees forbids the distribution of advertising literature, the circulation of petitions, or the solicitation of any funds for any purpose except for the library itself. Exceptions will be made at the discretion of a library representative. The library will not act as an agent to sell any type of materials other than those from which the library will receive 100% of the sale price. In the event of author programs, sale of books is allowed with the author or an outside agency responsible for sales. Any distribution of free materials is done at the discretion of the director.
- K. Announcements of courses given by educational institutions or sponsored by recognized community groups may be accepted.
- L. Anyone can object to the library's use of discretion about community postings by corresponding with the Library Director in writing. The Library Director will seek to resolve the dispute and safeguard the library's value for free expression of ideas. The director will assist any customer in moving unresolved disputes to the library's Board of Trustees for final consideration.
- M. The library staff shall decide on the arrangement and length of display time of all exhibits. All exhibit items must be approved by the library director. The library assumes no responsibility for preservation, protection, or possible damage or theft of any item displayed or exhibited. All items displayed at the library are done so at the owner's risk.

Adopted by the Board of Trustees 5/10/05

Reviewed 6/12/07

Reviewed 10/12/10

Revised 1/14/14

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