

Carnegie-Stout Public Library  
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## **CARNEGIE-STOUT PUBLIC LIBRARY**

### **BULLETIN BOARD, LEAFLET, AND EXHIBIT POLICY**

#### **Purpose**

Carnegie-Stout Public Library serves as an information center for the community of Dubuque, and as such, will provide bulletin board space to notify the public of special local programs, events, and activities. This information is limited to non-profit organizations that cater to educational, cultural, intellectual or charitable needs. The Library will arrange for and publicize special exhibits and displays that are in keeping with its mission. All information or exhibits may be limited by the time and space available.

The foundation upon which all access is built is the Library Bill of Rights (Appendix A), first adopted by the American Library Association (ALA) in June of 1948. The interpretation of the Library Bill of Rights relating to Exhibit Spaces and Meeting Rooms (Appendix B) was adopted by the ALA Council in July 1991, amended in June 2004 and July 2014, and is included as part of the Carnegie-Stout Public Library's policy.

#### **Bulletin Boards, Leaflets, and Exhibits**

Materials which constitute advertising for a business, or are programs and services representing a commercial organization or company, will not be accepted for any of the spaces. Also excluded from display are personal ads, notices of items or services for sale or rent, political campaign advertising, and notices advocating or promoting partisan political issues.

The Library reserves the right to restrict the geographic area from which materials will be accepted to Dubuque County, Grant County, Wisconsin, and Jo Daviess County in Illinois, and to limit the frequency with which material may be posted for the same group to twice a year.

Library sponsored and related events or promotion of library services, and information concerning the City or County of Dubuque will be given precedence in posting. The Library cannot guarantee all copies left for distribution will be placed out for the public.

Because of limited space, posters may be no larger than 11 inches by 17 inches. Materials are limited to one copy and a maximum posting of 30 days. The Library shall remove all outdated signs, any sign found to be posted in violation

of the procedure outlined herein, and any sign not in compliance with the above. The maximum size for leaflets is 8 ½ by 11 inches.

No outside organization or individual will be permitted to place in the Library any box or receptacle which solicits donations.

The Library does not accept responsibility for returning notices, posters, or leaflets to owners.

A display is defined as items mounted on foam core board, poster board, or other sturdy materials.

An exhibit will be defined as items such as amateur artwork, historical artifacts from a personal collection, books, special collections, handicrafts, creative works, and items of community interest which are to be kept in a display case, mounted on the walls, or displayed on an easel. Related books available for checkout may be placed on a cart or table to enhance an exhibit or display.

Non-library groups may request exhibit space. The Director will have final authority over all displays and exhibits, reserving the right to reschedule or cancel non-library displays due to Library needs. The Library reserves the right to locate and position displays and exhibits, and to change the arrangement. No display or exhibit will be of a purely commercial nature but must cater to educational, cultural, intellectual or charitable information.

Items put on display will be at the owner's risk. Evidence of damage to items or theft of items on display will be reported immediately to the lender.

The Library may promote the display or exhibit. The individual responsible for the display or exhibit should coordinate promotional efforts with Library staff. The Library's display of public announcements, flyers, and exhibits does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group.

*Appendix A – Library Bill of Rights*

*Appendix B – Exhibit Spaces and Meeting Rooms: An Interpretation of the Library Bill of Rights*

*Adopted by the Library Board of Trustees:  
Adopted March 28, 1991  
Revised April 23, 2009  
Revised December 17, 2015  
Revised May 24, 2018  
Reviewed February 25, 2021*

By,   
\_\_\_\_\_  
Christy Monk, President  
Library Board of Trustees

# Exhibit Spaces and Bulletin Boards

## An Interpretation of the Library Bill of Rights

Libraries often provide exhibit spaces and bulletin boards in physical and/or electronic formats. The uses made of these spaces should conform to the American Library Association's *Library Bill of Rights*: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose work is represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it. Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

*Appendix B: Iowa Library Association  
Interpretation of the Library Bill of Rights*

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries that make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004, and July 1, 2014.

[ISBN 8389-7551-8]