



**Neill Public Library**  
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# Display, Exhibit, and Bulletin Board Policy

## Purpose

As a community resource, Neill Public Library devotes space in its facilities, where available, for the purpose of promoting its materials and programs; providing information about community resources; and showcasing a wide variety of stories, ideas, information and works of art.

Display, exhibit and bulletin board space may be used by individuals, artists, craftspeople, collectors, and/or groups whose purpose is to provide educational, civic, charitable, or cultural information of public interest. The community bulletin board is reserved for promotion of entertainment, recreational, festival, sporting or other events in the area that are open to the public. Listing items and services for sale or rent is also permitted.

Displays and exhibits must be open to the public and consistent with the Library's mission by facilitating the free and open exchange of diverse information and ideas. There is no charge for the use of space within the Library. The provision of space for public use does not constitute Neill Public Library's endorsement of viewpoints expressed by individuals or groups utilizing Library facilities.

No individual or group shall be denied the right to display or exhibit based on age, sex (including sexual orientation and gender identity), race, color, creed, marital status, familial status, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability or the use of a service animal by a person with disabilities, or any other recognized protected class under federal law. Space will be made available on a nondiscriminatory, equal access basis based upon availability. The Library reserves the right to refuse display and exhibit space to any individual or group whose use or intended use of the space is not in accordance with this policy.

## Displays and Exhibits

- Primary use of Neill Public Library display and exhibit areas will be for activities affiliated with the Library, the City of Pullman, or the Friends of Neill Public Library. When not in use by these entities, spaces will be available to the greater Pullman community on a first-come, first-served basis, subject to availability.
- Displays and exhibits will show for a period of one (1) month. The sponsoring group or individual may request one additional month of showing provided the request is submitted in writing and received no later than the 20<sup>th</sup> day of the month in which a display and/or exhibit occurs. Any exceptions outside these parameters must be approved by the Library Director.
- Displays and exhibits will clearly identify the individual or group responsible for the contents.
- The intent of displays and/or exhibits is not for commercial gain. The exception is works of art for sale; however, specific price information shall not be listed. Contact information for artist may be provided.

- Neill Public Library does not assume liability for the preservation, protection, or possible damage or theft of any item displayed or exhibited. The displayer/exhibitor assumes all responsibility for display and/or exhibit, including the provision of any desired insurance coverage.
- All displays and exhibits are displayed in the Library on a voluntary, non-fee basis.
- All displays and exhibits must be suitable for a diverse audience, including children.
- Without prior approval from the Library Director, displays and exhibits may not contain any of the following: explosives, biologically or chemically hazardous materials, apparatus which produces noise while on display, perishables, items illegal to possess, speech that is not constitutionally protected or materials whose display may violate election laws.
- The displayer/exhibitor is responsible for the prompt installation, clean-up, and removal of the display and/or exhibit. Access will be scheduled with Library staff. Failure to complete the work within identified timelines may result in denial of future use.
- The Library may publicize information about displays and/or exhibits.

#### Community Bulletin Board

- Notices and materials posted to the bulletin board will clearly identify the individual or group responsible for the content of the posting or it will be removed.
- The Library reserves the right to remove time-dated materials or materials not in compliance with this policy.
- All items will be removed from the Community Bulletin Board on the last day of the month.

#### Brochures and Other Handouts

- Brochures and other handouts from federal, state and local government agencies and non-profit organizations may be accepted for distribution to the public based on relevance of the content and the availability of space.
- The decision to distribute brochures and other handouts rests with the Library Director, or his/her designee.

The Library Board of Trustees or its designee is responsible for the administration of this policy, establishing administrative procedures for its implementation, and making it available to the public.

**Violation of these terms may result in denial of future access to display and/or exhibit space.**

*Approved by the Neill Public Library Board of Trustees February 19, 2014, Revised July 18, 2021*