

Wilson Memorial Library	Board of Trustees
	Approved: 2/22/2021
Bulletin Board and Displays Policy	

Bulletin Board and Display Policy

- I) Public notice bulletin board
- A) The bulletin board in the lobby is available for non-profit groups or organizations to post notices for meetings or special activities.
 - B) Iowa Law prohibits political literature and signs on government property.
 - C) Bulletin board materials may be submitted to the Wilson Memorial Library for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices.
 - D) The director or library staff must approve all postings and may prohibit postings which do not meet library standards. Any notices not posted by library staff may be removed.
 - E) A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned.
 - F) Otherwise, the library will not be responsible for returning materials.
- II) Displays and exhibits
- A) As an educational and cultural institution, the Wilson Memorial Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.
 - B) The director shall accept or reject material offered for display based on its suitability and availability.
 - C) The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of, any item displayed or exhibited. All items placed in the Library are there at the owner's risk.
 - D) Areas available to the public for displays and exhibits are in the meeting room, open areas on the main floor & upstairs, and on the general bulletin board.
 - E) The library is not responsible for returning a display to its owner. Items not picked by the owner within a month of the agreed upon date will be considered abandoned by the owner and will be treated as donations to the library collection.
 - F) A release must be signed by the exhibitor before any artifact can be placed in the library. The release must include the following: name and phone number of the exhibit owner, a brief description of the display, a date by which the exhibit will be collected by the owner, a statement of agreement to the display policy signed by the exhibit owner.