

# Displays and Distribution of Informational Materials

---

<b>Section:</b>	<b>Library Use</b>	<b>Effective Date:</b>	<b>August 18, 2022</b>
-----------------	--------------------	------------------------	------------------------

---

The Library has limited space available for posters, flyers, and the distribution of free informational materials. Library & City-sponsored displays are given priority in allocating the display cases. Displays and exhibits regularly provided throughout Library facilities and display spaces include, but are not limited to, highlighting special collections, library materials and resources, special observances and events, author birthdays, City and Library programming, etc. All displays and flyers must align with the City and Library goals and missions, and all Library materials displays must be reflective of the Library's collections & resources.

If space is available, other agencies, organizations, non-profits, and local groups may apply to Library management for display space. The primary purpose of the display must be for cultural enrichment or to inform the public of local programs, services, or events.

Availability of display spaces is not guaranteed., and the Carrollton Public Library reserves the right to refuse to host any display or exhibit for any reason.

Displays, exhibits, and flyers must be professional, of high-quality design, and thoughtfully executed. No handwritten signage may be displayed or distributed, and all display components must adhere to applicable copyright laws.

Items of a personal, commercial, political, or religious nature may not be posted, displayed, or distributed. All displays, exhibits, and flyers must adhere to the Library's Code of Conduct.

The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. Items placed in the Library are done so at the owner's risk.

Items distributed, displayed, posted or exhibited without prior approval will be discarded. Items left for approval that do not meet the criteria for display or distribution will be discarded.

The application process must be completed and submitted by applicable deadlines.

Details for External Displays and Informational Materials:

1) Lobby Display Cases

- a. Potential displayers must submit the following to the Carrollton Public Library:
  - i. A completed application through the approved form by the deadline. Deadlines vary depending on the requested dates for display. See Table 1.
  - ii. A detailed written, drawn, or other descriptive conception of the display and materials.
    1. If the proposed display is approved and scheduled, displayer must agree to install and remove the display on specified dates or acknowledge that Library staff may remove and discard displays that are not retrieved on time.

2. If an approved display is installed and differs significantly from the proposed concept, the Library reserves the right to remove the display.
3. Organizations must incorporate in their displays a sign not larger than 3"x5" attributing the display to their organization and include the wording "The display of any item does not imply advocacy or endorsement by the Library or the City of Carrollton."

2) Informational flyers/literature

- a. As a service to the community, the Library will provide space for a limited number of free informational or community flyers, magazines, directories, or other local services. The decision to provide flyers and literature will be made based on appropriate available space and the relationship of the content to the mission and goals of the Library and the City of Carrollton.

3) Community Information posters

- a. In lieu of a large or individual display, simple posters and community information may be submitted for consideration to post in a shared community information display area. These signs should be single-sided and no larger than 8.5x11".

4) Community Exhibits

- a. Community displays and exhibits:
  - i. The Library may partner with local associations, schools, or students to exhibit items of artistic value.
  - ii. Displays from community organizations will be accepted based on availability of space, the relevance to the Library's mission and goals, and the appropriateness of the locality within the Library for the display.
  - iii. Potential exhibitors must submit a detailed written, drawn, or other descriptive conception of the display and materials to the Carrollton Public Library.
    1. If the proposed display is approved and scheduled, displayer must agree to install and remove the display on specified dates or acknowledge that Library staff may remove and discard displays that are not retrieved on time.
    2. Organizations must incorporate in their displays a sign not larger than 3"x5" attributing the display to their organization and include the wording "The display of any item does not imply advocacy or endorsement by the Library or the City of Carrollton."
  - iv. The Library reserves the right to relocate or remove displays without notice, depending on the availability of space.
  - v. The Library will not grant permission for an exhibit if the exhibit would interfere with the proper functioning of the Library.

Table 1

<b>Requested Month for Display</b>	<b>Deadline for submitting initial interest request and details (description, drawings, etc.)</b>	<b>Final Submission Deadline for supporting details</b>	<b>Deadline that Library will notify of decision within two weeks of final submission deadline.</b>
January, February, March, April	October 15	November 1	
May, June, July, August	February 15	March 1	
September, October, November, December	June 15	July 1	