

## 406: Community Displays & Exhibits

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As part of its public service and information mission, the Northbrook Public Library makes specific areas available for handouts and magazines, displays and exhibits, and bulletin boards. These areas are for use of library related materials and for information that is created by, and of interest to, the local community. Displays, materials posted on bulletin boards, handouts, and exhibits are covered by the intellectual freedom policies of the library and do not constitute endorsement of the material's content.

### FLYERS, POSTERS & PAMPHLETS

The library has a dedicated space on the first floor for the purpose of sharing community information in the form of posters and pamphlets. The library believes there are reasonable and desirable needs for public service notices and other information to be disseminated by organizations serving residents of Northbrook.

The library further believes that the dissemination of such information must be managed as to its time, place and manner due to the limited resources available and due to the fact that the library's constituents include minors. The library wishes to provide space for information for organizations and groups that conduct activities relevant to the mission of the library and that have a significant relationship to the Northbrook community.

Therefore, the library designates this space on the first floor as a limited public forum intended to be used narrowly for the purposes described in this policy. The following postings are allowed in this limited public forum:

1. Library required postings and Library announcements;
2. Village of Northbrook and other local government information and events;
3. Northbrook non-profit organizations and events; and
4. Local items of interest that are not of a commercial nature.

No editorials or editorial content may be posted, even by organizations that meet the criteria for use listed above. Materials by for-profit groups, companies and organizations, are generally not accepted (an exception might include community newspapers produced by for-profit organizations but distributed free of charge, such as the Reader). Job advertisements may be submitted for display on the 2<sup>nd</sup> floor Job Postings. Business announcements of for-profit groups, individuals, companies and organizations, and notices of garage sales, lost animals, etc., are not accepted. Library postings and announcements, and other public service announcements will have absolute priority over any announcements submitted by other organizations.

Materials will be displayed or available as handouts for a maximum of one month depending on space. The library reserves the right to discard materials that are no longer timely.

## DISPLAY CASES & EXHIBITS

The library has display cases throughout the building and also provides space for two-dimensional art shows. The library strives to provide a wide range of exhibits to meet the diverse educational, informational, cultural and recreational needs of the community.

Reasonable efforts will be made to display balanced collections without favor given to particular causes or viewpoints. However, the display cases and exhibition spaces are not public forums, and the library reserves the right to select exhibits in its sole discretion. The library will endeavor to protect materials displayed, but will not provide insurance on them. If exhibitors feel that they need coverage, they must make their own arrangements. Interested parties wishing to use the display cases or do an exhibit should contact marketing at [marketing@northbrook.info](mailto:marketing@northbrook.info).

## DONATION BOXES

Local non-profit and service organizations may place non-cash donation boxes in the library's lobby upon the review and approval of the Executive Director.

1. An application for such use must be completed at least two weeks in advance.
2. A donation box cannot be in the lobby more than 30 days at a time.

3. Boxes may be removed without notice by the library.
4. At least 6 months must lapse before an organization is eligible to place another box in the lobby.