



## **EXHIBITS, DISPLAYS, BULLETIN BOARD, HANDOUTS AND ANNOUNCEMENTS**

The East Lansing Public Library's mission is to provide a place and resources where people gather to share information and ideas to enrich lives and foster community. As part of its mission, the Library provides information to the community through displays, handouts, announcements and exhibits provided from the Library's collection, services and through those of other non-profit organizations, community groups and governmental agencies; both inside the library building and outside on the library building, property and grounds. Exhibits and displays inside the Library, outside on the building and on library grounds or property must be in collaboration with the Library. Though the Library may provide space for a display, handout, announcement or exhibit, this does not mean that the Library endorses the activity and/or information.

### **A. EXHIBITS/DISPLAYS**

Due to space constraints, first priority for display space is given to library produced exhibits. Exhibits will be prepared by library staff to highlight and promote library collections, and to reflect topics of interest or potential interest to library visitors. Library staff may ask to borrow items from local organizations, groups or businesses to use in the display and may credit the lender.

Final authority for all exhibits and displays rests with the Library Director or an appointed designee(s), with the support of the Library Board of Trustees. Decisions on exhibits and displays are based on the East Lansing Public Library's mission.

### **B. BULLETIN BOARD**

The bulletin board is reserved for library-sponsored events to include the Friends of the Library. If space is available, the next priority is given to East Lansing City-sponsored events. After City-sponsored events, other agency events will be considered.

The following must always be posted on the bulletin board:

- Notice of the Library Board of Trustees Meetings

### **C. HANDOUTS/ANNOUNCEMENTS**

The Library in its role as the central source for information acts as a distribution point for handout materials for public awareness from non-profit groups, educational groups, community groups, governmental agencies, and some informational print materials from businesses as well as handouts prepared by the Library to promote materials and services. Specified areas

within the Library are made available for such handouts (e.g., brochure racks in the lobby and main foyer).

The Library, with prior approval by designated Library staff, will provide space in specified areas for announcements and notices (e.g., flyers, brochures, leaflets, newspapers, small posters and pamphlets) that follow the Library's mission and provide information about programs, services, events and activities sponsored by non-profit civic, cultural, educational, and recreational groups, and area organizations and businesses. Solicitations and business cards cannot be posted or distributed. Only library-related signs can be posted on the entrance doors.

With prior approval, the library will allow ribbons and/or art on trees or displayed on library grounds that promote health awareness, literacy, education, justice awareness, and that follow the Library's mission. Set up, maintenance and removal, in a timely manner, is the responsibility of organizations displaying the material(s).

Community information materials should be dated and will not be returned once given to the Library for distribution. Library staff will remove and recycle items that have expired. When space is limited, materials may be recycled even if not expired. Items left or posted without approval will be removed and recycled if they do not fit the posting criteria. When space is limited, priority is given to announcements for programs and activities sponsored by local East Lansing groups and organizations.

Final authority for all handouts, announcements, and exhibits rests with the Library Director or an appointed designee(s), with support from the Library Board of Trustees. Decisions on exhibits and displays are based on the East Lansing Public Library's mission. The Library reserves the right to remove items at any time. The display and distribution of non-Library materials does not constitute endorsement of the issues, events or services promoted by those materials by the East Lansing Public Library.

Adopted by the Library Board:  
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