

Display and Exhibit Policy

LIBRARY POLICY RELATED TO DISPLAYS, EXHIBITS, AND ADVERTISING

The Library Director, or designee, must approve all postings, displays, and exhibits. Any item placed on bulletin boards, or any items attached to walls or other library surfaces, without prior approval will be removed and discarded.

I. LIBRARY DISPLAYS

1. Library displays are created by Library Staff, with the purpose of promoting materials and services.
2. Library displays focus on library and/or City materials and services.
3. Displays are informational, educational, recreational, or cultural in nature.
4. As the Library endeavors to present a broad spectrum of ideas and variety of viewpoints, material displayed does not necessarily represent the view or imply the endorsement of the City Administration, Library Board, or Library Staff.
5. Library displays relating to divisive topics are to present multiple viewpoints using available Kyle Public Library collection materials.
6. The Library Director, or designee, must approve all materials for display.
7. Library staff will work in consultation with the Library Director, or designee, to set times for display installation and removal.
8. Variations in age level, educational level, needs, and interests of individuals in the community will be considered in the overall development of library displays.
9. It is the responsibility of all library staff to maintain the appearance of library displays.

II. LIBRARY EXHIBITS

1. Library exhibit(s) feature work from external individuals/groups. Preference will be given to organizations associated with the City, non-profit organizations, and educational institutions.
2. Exhibit(s) must be informational, educational, recreational, or cultural in nature.

3. Exhibit(s) containing political campaign literature, legislative lobbying, commercial advertising, solicitations, or religious proselytizing are not permitted.
4. As the Library endeavors to present a broad spectrum of ideas and variety of viewpoints, the material exhibited does not necessarily represent the view or imply the endorsement of the City Administration, Library Board, or Library Staff.
5. Exhibit(s) should be placed on the exhibit calendar in advance, which is maintained by library staff.
6. Library staff will work in consultation with the Library Director, or designee, to set times for exhibit installation and removal.
7. The Library Director, or designee, must approve all materials for exhibit(s).
8. It is the responsibility of the organization/individual to remove exhibit(s) in a timely and non-disruptive manner.
9. Exhibit(s) should be properly labeled as to the subject matter or event being highlighted.
10. It is the responsibility of the organization/individual exhibiting their work to provide all equipment necessary for exhibit installation.
11. The installation cannot be permanent or damage library property.
12. The exhibitor should be aware that their material is exhibited in a public place with limited monitoring.
13. The library is not responsible for any theft or damage to the material.

III. LIBRARY ADVERTISING OF EVENTS AND SERVICES

1. The Kyle Public Library reserves the right to deny and the right to remove announcements, posters, or other materials.
2. The Kyle Public Library can remove any materials which have been posted for a reasonable length of time or if space is needed for other programs and events.
3. Material left for Library consideration for posting cannot be held or returned.
4. As space is very limited preference will be given to the Kyle Public Library, Kyle Public Library support groups, City, and City-related material; and, as space permits, announcements of events and activities of tax-supported or non-profit educational, cultural, and charitable organizations.
5. Space for political campaign literature, legislative lobbying, commercial advertising, solicitations, religious proselytizing, and personal notices or communications cannot be provided.