

STANLY COUNTY PUBLIC LIBRARY DISPLAY POLICY

AUTHORITY

All publicity materials placed on library property must be approved by the Information Services Librarian. Branch Supervisors will have authority over displays in the branches provided the displays conform with this policy.

PRIORITIES

1. Priority will be given to the Library's own announcements and materials.
2. Announcements and materials from other units of government will have priority before those of non-governmental units.

LOCATION AND SIZE

1. The display of materials will depend upon the amount of space available in assigned areas.
2. No materials will be placed on Library windows or doors.
3. Non-Library materials must be within size limits set by the Library.

TIME PERIODS

1. All materials will be marked with the date of receipt.
2. Materials will be displayed for a two week period from the time received, and will then be taken down.
3. Materials of a general nature may be displayed for a one-month period from the time received.

RESTRICTIONS

Materials will not be displayed on Library property if they are advertisements for commercial products or establishments.

DEFINITIONS

1. Publicity materials are understood to be any flyers, brochures, pamphlets, or posters advertising any service, product, or activity.
2. Assigned areas are those areas normally provided for the display of materials such as display stands, countertops, tables, and kiosks. Other areas may be used at the discretion of the authorizing librarian.
3. The size limit for non-Library materials as of May 6, 1981 is 14 inches by 22 inches.

(Adopted May 7, 1982;
Amended June 10, 1993)