

Displays and Distribution of Non-Library Materials Policy

Policy Statement

As an educational and cultural institution and as part of its public service, the Clinton-Macomb Public Library (CMPL) provides designated areas for displays, handouts and announcements of interest.

Regulations

1. General

- A. The library or other nonprofit organizations, community groups or governmental agencies may provide materials.
- B. Displays, handouts and announcements must be approved by the library director or appointed designee(s) before being set up or posted.

2. Displays and Exhibits

- A. The library retains priority rights to all display space for library purposes.
- B. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
- C. Displays must support the mission of the library and not cause disruption of the regular flow of library work and service.
- D. The library may limit the size of the display, number of items, schedule and the frequency an individual or group has a display.
- E. Setup and removal of displays are the responsibility of the owner.
- F. The library assumes no liability in the event of damage, destruction or theft of a display.
- G. A sign stating the sponsorship of the display may be included. Values of displayed items shall not be included.

3. Handouts, Announcements and Signs

- A. Distribution or posting of materials by the library does not indicate the library's endorsement of the issue or events promoted by those materials.
- B. The library does not accept promotional campaign materials about individuals running for political office or other ballot issues.
- C. The library will not post a subpoena or other material from a process server unless it is an order of the court signed by a judge.
- D. Unapproved materials will be disposed of at the library's discretion.

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- E. The library and Friends of CMPL retain priority rights to space for handouts and announcements. Materials from other eligible organizations will be posted as space permits and may be removed at any time.
- F. Signs shall only be posted on library property with prior permission from the library director and in compliance with local ordinances.

4. Petitioning and Protests

- A. The library allows petitioning, distribution of literature or leaflets and canvassing or similar types of appeals by members of the public no closer than fifty feet either side of the exterior doors of the Main Library's public entrance and no closer than twenty feet either side of the exterior doors of the North and South Branch libraries' public entrances.
- B. Protests and other similar activities must take place on the property immediately south of the public parking lots at the Main Library and South Branch and on the property immediately north of the public parking lots at the North Branch.
- C. Activities must not interfere with building or parking lot ingress or egress and must not take place in the parking lots.
- D. Activities must not be so loud as to be considered a breach of peace or disrupt library programs and services.

5. Panhandling, Sales and Fundraising

- A. The library does not allow panhandling or the sale or promotion of goods, services or fundraising events in the public areas of the library building, on the grounds or in the parking lot. The only merchandising activities permitted are library or Friends of CMPL-sponsored sales or activities approved by the library director.

Approved: April 19, 2017
Clinton-Macomb Public Library Board of Trustees