

Non-Library Displays, Petitioning 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. Non-Library Displays

- A. The library retains priority rights to all display space for library purposes.
- B. Nonprofit organizations, community groups or governmental agencies may curate non-library displays upon prior approval by the library director or appointed designee(s).
- C. Non-library displays must support the mission of the library and not cause disruption of the regular flow of library work and service.
- D. Space for non-library displays is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
- E. The library may limit the size of the non-library display, number of items, schedule and the frequency an individual or group has a display.
- F. Setup and removal of non-library displays are the responsibility of the owner. The library retains the right to dismantle or relocate a display without permission from the owner(s).
- G. The library assumes no liability in the event of damage, destruction or theft of a non-library display.
- H. A sign stating the sponsorship of the non-library display may be included. Values of displayed items shall not be included.
- I. All non-library displays shall include a sign provided by the library that reads, "Any views or opinions expressed in this display are those of the owner(s) and are not necessarily endorsed by the Library Board." The placement of the sign shall be at the determination of the library director or appointed designee(s).

2. Handouts, Announcements and Signs

- A. 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.
- B. Nonprofit organizations, community groups or governmental agencies may provide materials for distribution or posting in the library.

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- C. Handouts, announcements and signs must be approved by the library director or appointed designee(s) before being posted.
- D. Distribution or posting of materials by the library does not indicate the library's endorsement of the issue or events promoted by those materials.
- E. The library does not accept promotional campaign materials about individuals running for political office or other ballot issues.
- F. 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. The public location of such postings shall be determined by the library director.
- G. Unapproved materials will be disposed of at the library's discretion.
- H. Signs shall only be posted on library property with prior permission from the library director and in compliance with local ordinances.

3. Petitioning and Protests

- A. The library is a limited public forum and has the legal right to determine the time, place and manner of petitioning, protests and similar types of activities on its premises.
- B. 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 from the library buildings' public entrances.
- C. 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 lot at the North Branch.
- D. Activities must not interfere with building or parking lot ingress or egress and must not take place in the parking lots.
- E. Activities must not be so loud as to be considered a breach of peace or disrupt library programs and services.

4. 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: March 15, 2023
Clinton-Macomb Public Library Board of Trustees