

DISPLAY SPACES AND COMMUNITY INFORMATION SPACE POLICY

The Brandon Township Public Library (“Library”) provides space for exhibits, displays and postings of a civic, charitable, educational, cultural, governmental or recreational nature. Display Spaces and Community Information Space may also be used for Library purposes such as to display materials from the Library’s collection, or to publicize Library services, collections, or activities. Thus, this Display Spaces and Community Information Space Policy (“Policy”) does not apply to the Library’s use or co-sponsored use and the Library’s use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits, displays and postings pursuant to this Policy.

I. General Requirements:

- A. Display Spaces. The Display Spaces are limited to the following (“Display Spaces”):
 - 1. Community Room
 - 3. Other areas as designated by Library Director.
- B. Community Information Space. Community Information space is also limited to the following areas (“Community Information Space”):
 - 1. Vending Room
 - 2. Main library entrance (outside)
 - 3. Other areas as designated by Library Director.
- C. Nature of Display. Display Spaces and Community Information Space shall be used for displays or postings of an educational, cultural, intellectual, charitable or recreational nature. Commercial displays, postings or exhibits, including the display or posting of any items for sale, is prohibited.
- D. Accessible to All Patrons. All pre-approved Display Spaces and Community Information Space within the Library are open to adults and children of all ages and sensibilities.
- E. Availability. Display Spaces and Community Information Space are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. However, no person or organization may use the space for more than four (4) weeks any calendar year.
- F. No Endorsement. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits, displays or postings.

II. Display Spaces:

- A. Application for Display Spaces.

1. *Submit Application.* A person or organization (“Exhibitor”) that desires to use the Display Spaces must submit an application to the Library Director.
2. *Review of Application.* The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of Display Spaces. Applications for displays will be reviewed in light of the Library’s educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration. Although applications will be taken on a first-come, first served basis, residents of Brandon Township or organizations based in Brandon Township (and primarily serving Brandon Township residents shall have priority). Also, the Library will prioritize those who have not used the space or not recently used the space over those who have used the space more recently.
3. *Determination.* The Library Director or his/her designee shall make the determination regarding the use of Display Spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance.
4. *Right of Removal.* The Library reserves the right to remove any item from a Display Space if the exhibition is a possible safety hazard, is too large for the Display Space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization. The Library reserves the right to remove any exhibit or display upon reasonable notice if the Library needs the Display Space for Library purposes.

B. Display Guidelines.

1. *Reserved in Advance.* Display Spaces must be reserved in advance.
2. *No Liability.* All materials are displayed at the Exhibitor’s own risk. The Library is not responsible for any damage, defacement or removal of the Exhibitor’s material. Exhibitors shall understand that the Display Spaces are not locked or secure. The Exhibitor shall sign a release of liability. The Exhibitor shall be responsible for any insurance coverage of the materials in the Display Space.
3. *Notice Required.* A notice shall be posted with each exhibit or display stating that: “The material within the exhibit is the presentation of **[the Exhibitor]**. The Brandon Township Public Library does not advocate or endorse the viewpoints of exhibits and Exhibitors.”
4. *Name and Contact Information.* The Exhibitor may be identified by name within the exhibit or display. The Exhibitor may also include contact information.
5. *Installation.* The Exhibitor is responsible for installing and labeling the exhibit or display on the agreed upon date. All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the

Library. Once the exhibit or display is installed, changes may be made only with Library approval. Library staff will not assist with the set-up.

6. *Removal.* The Exhibitor shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee. Library staff will not assist with removal. The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date.

7. *Disposal of Materials.* Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.

8. *No Fees or Pricing.* Exhibitors may not charge an admission fee or request donations. The Exhibitor's may not affix any prices or sell any items at the Library.

10. *Responsibility for Damage.* Damages to the premises, equipment or furnishings as a result of the Exhibitor's use will be charged to the Exhibitor.

III. Community Information Space.

A. *Approval.* All notices for the Community Information Space are to be given to the Library Director or his/her designee for approval and posting pursuant to this Policy.

B. *Time Limit.* Materials shall be posted for no more than two (2) weeks after receipt. Time sensitive material shall also be removed the day following the announced event or final date listed on the document.

C. *Nature of Materials.* Materials posted are limited to postings that are educational, cultural, intellectual, charitable or recreational nature. Commercial notices or personal notices, including anything for sale, will not be posted.

D. *Limit on Notices.* There is a limit of one posting per sponsor at a time in any Community Information Space. On/in the Community Information Space, items must contain the name of the sponsor of that item and may not be larger than 8 ½ x 11. Further, multiple copies may not be posted. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the Community Information Space.

E. *No Violation of Law.* Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.

IV. Right of Appeal

Any person or organization aggrieved by the Director or his/her designee's decision regarding the use of the Community Information Space or Display Spaces may appeal that decision to the Brandon Township Public Library Board ("Library Board"). Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent

to the Library Director. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.

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