

**Poplar Creek Public Library District  
General Exhibit Policy**

The use by individuals or organizations of the Poplar Creek Public Library District's (PCPLD) facilities for display and/or exhibits are subject to the Exhibit Policy approved by the Poplar Creek Public Library District (PCPLD) Board of Trustees. The Executive Director may enforce the placement of exhibits, displays and announcements that are not library related subject to the following conditions.

1. The library approves the ALA's statement on "Exhibit Spaces and Bulletin Boards: an interpretation of the Library Bill of Rights.
2. Exhibit space such as display cases, bulletin boards and art exhibit space is limited. The availability of space will depend on coordinating and scheduling with PCPLD events, displays and the department. The library displays will take priority. No materials will be exhibited, displayed or placed in PCPLD without permission of the Executive Director.
3. Exhibit space available for the public will be assigned on a first-come, first-served basis to PCPLD residents with special collections they are willing to show and to not-for-profit groups.
4. All displays must be suitable for patrons of all ages. The displays must be of a general education or a cultural nature. Campaign material and bipartisan propositions are not allowed.
5. Money cannot exchange hands in the public space of PCPLD unless approved as part of selling items for the purpose of fundraising for a PCPLD approved program.
6. Program posters sponsored by local not-for-profit may be displayed as space is available and that the size does not exceed 8 ½" x 11".
7. Local non-profit organizations may place non-cash donation boxes in PCPLD's lobby upon approval by the Executive Director. Applications for such a display must be approved more than two weeks in advance. A donation box may not be kept in the lobby for more than 30 days.
8. Bulletin Boards will only display library programs. Not-for-profit groups may display posters, but must be submitted to the Public Relations/Adult Programming Coordinator for dating and initialing. Any non-library items not initialed will be removed. Business cards and for profit postings are not allowed.
9. The library assumes no responsibility for the preservation, protection or possible damage or theft of items displayed or exhibited. All items placed in the library are done so at the owner's risk. The display release form must be signed by the individual or organization and the Executive Director.
10. Original artwork and displays are covered under the Art Exhibit Policy.