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 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. Use of exhibit space such as display cases, bulletin boards and art displays is dependent on coordinating and scheduling with PCPLD events and staff. Library displays will take priority. All materials to be exhibited, displayed or placed in PCPLD require permission of the Executive Director.

3. Exhibit space is available to PCPLD residents and not-for-profit groups who are interested in sharing their special collections. Space is assigned on a first-come, first -served basis.

4. All displays must be suitable for patrons of all ages and must be of an educational or a cultural nature.
   Prohibited displays:
   - Current political campaign material
   - Displays that threaten violence or intimidation of an individual or group

5. Financial transactions are prohibited in the public space of PCPLD unless approved by the Executive Director for a PCPLD program.

6. Program posters sponsored by local not-for-profits must be submitted to the Public Relations/Adult Programming Coordinator for dating and initialing before being posted on library bulletin boards. Any non-library item not initialed will be removed. Submissions are considered as display space is available and should 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. Business cards and for-profit postings are not allowed except in designated community bulletin board area, subject to administrative approval and posted for no longer than 30 days. Displays promoting a commercial product or service are limited to the community bulletin board

9. Original artwork and displays are covered under the Art Exhibit Policy.

Adopted by the Poplar Creek Public Library District Board of Trustees, July 21, 2016
Amended/Adopted: June 15, 2017, June 21, 2018, August 15, 2019, August 19, 2021, October 20, 2022; May 16, 2024