

Ames Public Library Policy**Section: Library Resources****Subject: Display Spaces****Board****Approved: 05/09**

Reviewed: 10/10

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Policy

Ames Public Library offers display spaces to further the library's mission (Ames Public Library – We connect you to the world of ideas). Display space will be made available regardless of the beliefs or affiliations of the individual or group requesting its use.¹

Content

Materials displayed or distributed in the library reflect the views of the exhibitor. Posting of any materials in the Library does not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The library reserves the right to accept, reject, or request modifications to any display materials, subject to advice from the City Attorney.

Political campaign signs cannot be displayed, per Iowa Code.²

Fees and Liability

There is no charge for the use of display space and no fees may be charged to view displays in the library.

Ames Public Library assumes no responsibility for the preservation or protection of displayed materials except for named perils under the City of Ames' comprehensive fire insurance policy.

Scheduling

The scheduling of displays for Ames Public Library, City of Ames, Friends of the Ames Public Library, and Ames Public Library Foundation takes priority over the scheduling of displays for other individuals or groups.

Display Units

Space is provided for items of an informational, educational, cultural, civic or recreational nature, and not for commercial purposes. Commercial publications that are solely comprised of advertising are not allowed.

¹ American Library Association, "Library Bill of Rights," (The full text is included in the Ames Public Library Guidance Documents section of this Policy Manual.)

² Iowa Code 68A.406 2. a. Campaign signs shall not be placed on any of the following: (1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state..."

Brochure Racks

One free-standing wooden display rack and two smaller wall racks in the lobby area hold brochures and multi-copy informational handouts under 8 ½" x 11" in size. Items should be submitted to the Information Desk for consideration.

Floor Space

Floor spaces in the lobby, atrium, or other may be utilized for temporary free-standing displays exclusively by the Ames Public Library, Friends of the Ames Public Library, the Ames Public Library Foundation, and the City of Ames with the approval of the library director.

Large Glass Display Cases

Two lighted display cases in the lobby are available for large educational and informative displays. These cases are reserved through the Business Office for use by library staff and community organizations.

- Community groups are restricted to no more than one month of display days per calendar year.
- The library will accept no more than one display per calendar year on any given subject or event.
- For security and liability purposes, these display cases are kept locked. Exhibitors must sign a waiver of liability and show proper photo identification at the Information Desk when setting up and removing exhibit materials.
- Placement of materials in the case is the responsibility of the individual or group providing the display. All materials must be enclosed within the case.
- The advertisement of prices in the lighted display cases is prohibited.

Small Glass Display Cases

Small display cases are located in the lobby. These are reserved for the exclusive use of the Ames Public Library, Friends of the Ames Public Library, and the Ames Public Library Foundation.

Vestibule Wall Rack

Nine spaces are provided in the Library vestibule for distribution of free publications. All items must be identified with the name of the publisher. A sample issue of the publication must be submitted to the Information Desk for consideration prior to distribution. Due to space considerations, priority will be given to materials of a general interest.

Designated Wall Space

Specific library areas have been designated for flyers, posters, and similar two-dimensional materials that provide community information and opportunities.

General Guidelines

- Items should be submitted to the Circulation Desk for consideration. Only one item may be posted per event, service, or advertisement.
- All posting and placement of materials will be done by Ames Public Library personnel, who will determine the location for the posting based on the provisions of this document.
- Preference will be given to items no larger than 8½"x 11". Larger items will be

- considered as space allows.
- Materials NOT accepted for posting include:
 - items that omit essential information such as date, place, time or fee
 - items that protrude from the wall more than ½”
 - items so large in size that they exclude posting of other items
 - petitions
- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Items promoting a continuing service may be removed after one month or as space is required.
- Materials will not be returned.
- All materials shall include contact information of the organization or individual requesting a display.

East Wall of Lobby

This area serves as a source of information for Community events such as programs, meetings, performances, leisure activities, and educational opportunities. All items must be identified with the name of sponsoring person or organization, time, and date of event.

Community Notes Bulletin Board

The area above the magazine exchange bins serves as a source of information for miscellaneous postings that include, but are not limited to

- items for sale
- roommate wanted
- advertisements for lessons (music, martial arts, tutoring, etc.) or services (babysitting, painting, lawn care, etc.)

Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the Expressions of Concern Policy.