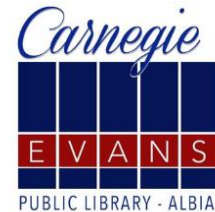




Carnegie-Evans Public Library
203 Benton Ave.
Albia, Iowa 52531
<https://www.albia.lib.ia.us>
1(641)932-2469



PUBLIC DISPLAY & DISTRIBUTION POLICY

Purpose

The Carnegie-Evans Public Library provides public display space for use by individuals, community groups, and organizations to further the Library's mission statement in serving as a "community hub by providing a broad range of media, programs and technologies to encourage life-long learning, literacy in all its forms, curiosity and imagination."

This policy is not all-inclusive. Public display or material display requests must first be approved by Library Administration. Should the Library Administration deny a request by an individual, organization or entity or receive complaints regarding an individual/organization/entity's use of the Library's public display spaces, the Individuals/organizations/entities may submit a written appeal to the Library Board of Trustees. The Library Board of Trustees shall be the final authority in granting or refusing permission to utilize the space.

Use of the Library's public display spaces does not imply sponsorship or endorsement of said display or material/information by the Carnegie-Evans Public Library, the Board of Trustees or the City of Albia.

General Public Guidelines for Display and Material Distribution

Library administration shall have discretion as to content and/or information that is posted and length of time information is posted on any website, wall, surface, desk, counter, pin board, signage or display case. Generally, priority shall be given for educational, informational or cultural meetings and activities that are of interest to the community. Display and information disbursement is not guaranteed and the Library shall not be responsible for maintaining said display or material.

No individual/ organization/entity (other than the Library, a Library sponsored program and/or the Friend's of the Library) shall place any receptacle, display, and/or solicitation of donations in the Library.

The Library shall not be responsible for damages or liability associated with public display of information and/or material. All placement of materials in the Library are done at the Exhibitor's risk.



Carnegie-Evans Public Library
203 Benton Ave.
Albia, Iowa 52531
<https://www.albia.lib.ia.us>
1(641)932-2469



Exhibitors are responsible for any damage to Library property that results from use of public display spaces.

The Library reserves the right to remove any and all material displayed at the library. If a timeframe for removal is not agreed upon, material displayed shall be removed after thirty (30) days. It is the responsibility of the Exhibitor to collect the material from the Library and in no event shall the material be left at the Library exceeding forty (40) days. If material is left at the Library exceeding forty (40) days, the Library may dispose of said materials.

Gifts of Artwork

All gifts of artwork are accepted at the discretion of the Library Administration. Gifts that are given to the Library become the sole property of the Library. Handling, care, disposition, display of said gifted artwork is solely in the discretion of the Library Administration. The Library cannot guarantee any particular handling, care, disposition or display of artwork.

Social Media & Advertising

The Library may utilize social media to communicate, display, disseminate information that it deems of interest to the community and in furtherance of its Mission Statement. Said social media may promote local attraction, interest, opportunities or business. Said display, dissemination, or communication shall be done in a non-discriminatory manner and request to share any such display, dissemination or communication shall be given due consideration. Any such posting, display, dissemination or communication shall not interfere with the operation needs of the Library. Any such posting, display, dissemination or communication shall not be deemed to be an endorsement of the content. A determination to share, post, advertise, communicate, display or disseminate information that may have community interest and would be in furtherance of the Library's Mission Statement is in the sole discretion of the Library Director. A denial may be appealed to the Library Board of Trustees.