

City of Pacific Grove, California
City Council Policy

SUBJECT	POLICY NO.	EFF. DATE	PAGE
Display of Materials in the Library	200-6 (G)	Dec.2, 1992	1 OF 3

Purpose:

The Library daily receives announcements, brochures, advertisements, calendars, public-service newspapers, newsletters, and similar materials for posting or display. In addition the Library has space available for temporary special exhibits. It is the purpose of this policy to ensure that consistent guidelines are used to determine distribution, display and posting of these materials.

Policy:

Permanent bulletin boards and free material for pick-up

A. General

Generally, no attempt is made by the Library to locate and obtain materials for bulletin board display or pick-up, but items brought in or sent through the mail may be displayed/made available.

Materials for posting or pick-up may be submitted by anyone who wishes to promote or announce a service, event, meeting, class or job, which falls into the approved category.

Announcements, brochures, calendars, schedules, newsletters, public-service newspapers, and similar materials may be posted/put out only by library staff, after approval by the Library Director, who also determines where the material will be placed.

B. Criteria for approval/disapproval

No individual commercial announcements will be displayed; that is, no announcements from places of business or from individuals who are selling a product or service nor from any enterprise on which a profit is expected to be made. It is recognized that there is often a fee for certain educational and cultural events, but these are generally not for profit. It is also recognized that the free community-service newspapers may contain advertising and

listings of items for sale, but the presence of these papers is not regarded as an endorsement of any product or service.

To conform to City policy, announcements promoting a particular political point of view are generally not displayed unless the opposing viewpoint can also be represented. Material promoting a candidate for political office is not displayed.

Material having to do with religious or social themes which might be considered controversial may be displayed, especially if there are various viewpoints represented among these materials.

No personal messages of any kind will be posted.

Special exhibits - glass cases, moveable display panels, and tables

A. General

The library may seek out and take active steps to obtain special displays and exhibits.

Displays and exhibits are encouraged by any person or group who has material to display which falls into the approved category.

Exhibits are usually planned and executed (as to format) by the owner or displayer of the material, with the approval of the Library Director. In special cases, library staff may assist in setting up displays or making labels.

B. Criteria for approval/disapproval

Materials displayed will usually be of general interest to major segments of the library clientele.

Not acceptable will be items of such great intrinsic value that special insurance coverage would be necessary. Insurance carried by the City of Pacific Grove to cover its own property, including the library collections, will generally be sufficient to cover most exhibits. A receipt/release form, to be signed by both the exhibitor and the Library Director, will be used, so that the exhibitor is aware that the City makes no special guarantee of protection for his/her materials.

No commercial displays will be permitted; that is, displays for which the primary purpose is to sell a product or service. Generally, items which are being offered for sale may not be shown, and firm names may not be included for advertising purposes. Credit may be given to a commercial source, if, in the

Director's opinion, the purpose is not for advertising. It is recognized that collectors may occasionally or frequently sell or trade objects, and this is not construed as a commercial activity, as long as a display is not primarily for this purpose.

To conform to City policy, displays and exhibits promoting a particular political point of view, or those with religious or social themes which might be considered controversial are generally not allowed, since it is not usually possible to present another display at the same time showing opposing viewpoints. No displays promoting a candidate for political office will be permitted.

Approved by Pacific Grove Library Board, September 17, 1991

Re-approved by Pacific Grove Library Board, July 14, 1992

Adopted: December 2, 1992

Resolution No.: 6320