

Warren-Newport Public Library District *Lake County, Illinois*

Board of Trustees

Policy 3055

Display and Literature Distribution

Adopted: December 14, 1993

Reviewed/Revised: March 9, 1999; March 11, 2008; August 19, 2008; May 21, 2013;
September 17, 2013; April 21, 2015; March 27, 2018; May 21, 2019;
September 17, 2019; September 19, 2023

ARTICLE 1. LIBRARY BULLETIN BOARDS

The Warren-Newport Public Library District (WNPLD) maintains bulletin boards that are available in the Warren-Newport Public Library (WNPL) for the display of posters and notices of interest to the community. Priority will be given to notices of events sponsored by local community groups. Selected cultural or educational activities in the greater Chicago and Milwaukee areas may also be exhibited. The size of the poster and the availability of space will also be considered when determining if an item is placed on the bulletin board. Commercial advertising or sales notices are prohibited. The Executive Director or their designee will determine the suitability and duration of all postings.

ARTICLE 2. DISPLAY CASE

Section 2.01 Purpose

WNPL maintains one (1) display case in the front lobby to:

- promote WNPL programs and special events;
- promote the holdings and resources of WNPL; and
- support the mission of WNPLD.

Section 2.02 Availability of Display Case

The display case is not available for public use. It is reserved for use by WNPL and the Friends of the Library to promote programs, services, resources, and fundraising events.

ARTICLE 3. COLLECTION CASES

Section 3.01 Guidelines

The Programming and Community Department provides two (2) collection cases where patrons living in WNPLD may exhibit their collections. Patrons should sign up at the Information Desk to exhibit collections on a first-come, first-served basis. Collections must be approved by the Programming and Community Engagement Department for age appropriateness. The Library reserves the right to reschedule, postpone, or remove an exhibit.

The following guidelines apply to exhibits in the Collection Cases:

- The usual display period is two (2) weeks.
- Patrons are responsible for setting up and removing displayed materials.
- WNPL will not provide storage for displayed items.

Section 3.02 Collection Case Security and Responsibility for Materials

WNPL Collection Cases are equipped with locks. However, patrons using the collection cases are responsible for insuring all objects and other materials included in the display case. WNPLD assumes no responsibility for materials lost while on display at WNPL.

ARTICLE 4. POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

Section 4.01 Literature Available in the Library

WNPL will make available to the public free pamphlets and other such matter supplied by civic, educational, or cultural institutions. Space for such literature is very limited, and preference will be given to local public bodies such as schools, park districts and other Library partners. Commercial advertising and sales literature are prohibited. The Executive Director or their designee will determine what will be accepted based upon these guidelines and the availability of space.

Section 4.02 Posting Notices

Non-library notices may not be posted on WNPL grounds.

ARTICLE 5. SOLICITING SIGNATURES ON PETITIONS AND DISTRIBUTING LEAFLETS

WNPLD recognizes that the presentation of petitions and the distribution of literature by individuals and groups is a fundamental right protected by the First Amendment. WNPLD also upholds the rights of its patrons and employees to enter, use, and leave the Library safely and without being hindered or harassed. Therefore, the following guidelines apply:

- Persons wishing to solicit signatures on a petition and/or distribute leaflets must notify WNPL Welcome Desk that they will be doing so.
- Solicitation for signatures on a petition and distribution of leaflets must be conducted in the space located south of "Celebration Square," which is the installation of brick pavers near the Library entrance.
- The distributor of leaflets is solely responsible for controlling and cleaning up any litter caused by discarded leaflets and for any damage to WNPLD property resulting from the activity. The cost for cleanup of litter and/or for repair of property damage attributable to any distributor of leaflets will be billed to the distributor. Until such costs are paid, the distributor will not be permitted to distribute leaflets on WNPLD grounds.
- No one may create unsafe traffic patterns on sidewalks or in the parking lot.
- No one may impede a patron's entry into or exit from the building.
- Distributing leaflets on vehicles is prohibited.