

DISPLAYS

The purpose and objectives of the Columbus Public Library Displays Policy is to guide library employees and inform the public regarding the distribution or display of promotional material including posters, brochures, or flyers in the library. The following guidelines also include the exhibition or installation of collections, banners, equipment, etc.

No promotional material shall be exhibited or placed in the Library without permission from designated library staff. Such items may be removed, and discarded, by library staff without notice.

The Columbus Public Library offers display space to community groups and individuals for the display of civic, cultural, and educational exhibits. Displays are subject to the following rules and regulations.

1. Provision of space for a display does not indicate endorsement by the library. Priority is given to displays that exhibit educational, cultural, or charitable materials.
2. The library assumes no responsibility for damage or theft of any item on display in the library. All items are placed in the library at the owner's risk.
3. The library may not be used for:
 - a) Promotion or representation of partisan or individual candidates' political meetings or events (such as political rallies, demonstrations, movies, fundraisers, promotion, protesting, or endorsement of political candidates or agenda).
 - b) Promotion or representation of specific religious or philosophical/motivational groups.
 - c) Promotion or representation of personal or family interests.
 - d) Promotion or representation of a for-profit business.
 - e) Displays of a discriminatory nature.
 - f) Display of material which is obscene, defamatory, invades a particular person's privacy, or incites violence.
 - g) Promotion or representation of any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.
4. Determination of the appropriateness of the display or material is the decision of the Library Director or delegated representative.
5. Displays are set up for an agreed upon period. Displays must be put up in their entirety during the first week of the agreement during regular library hours. If the display is not put up after one week, the library reserves the right to offer the space to another group or individual for their display. The display must be taken down and removed by the agreed upon date. Failure to remove the display by the agreed upon date may result in its removal and disposal by library staff.
6. The library may require a representative to provide a photo ID to display and remove items.

Adopted by the Library Board on 3/13/1980, revised 8/13/2009, 9/10/2015, 4/12/2018, 9/03/2020