

## Display and Exhibits Policy

The Kanawha County Public Library System (KCPL) has designated space available at each location for the announcement of governmental, educational, cultural, and recreational events, programs or meetings of local interest which are open to the public. In accordance with the Kanawha County Public Library system Code of Patron Behavior regarding solicitations all petitions, commercial and personal announcements are prohibited. Library and library-related events and programs are given preference. Non-library materials should be submitted to library staff at any public service desk to be forwarded to appropriate staff for consideration.

**Announcements** are limited to a single, non-returnable copy no larger than 17'x22'. Materials that meet these criteria are posted when space is available by designated library staff for up to one month on a first-come, first-served basis.

Current **election campaign materials** are limited to a single, non-returnable copy no larger than 8.5"x11". Materials that meet these criteria are added to the election information file at the reference or public service desk by designated library staff when space is available.

The distribution of **multiple copies** of brochures, flyers, newsletters, newspapers, etc. is limited to library and library-related materials. Library-related materials may be selected for display by designated staff in order to promote library materials, services or programs. A gift copy may be donated for consideration as an addition to the collection.

Any materials posted in the library or left without regard to this policy as well as out-dated, torn or disfigured materials will be removed by designated library staff.

**Exhibits** including window, table, cube, floor, wall, or case displays are initiated by library staff to promote library and library-related materials, programs and services. All materials to be included in displays will be selected by library staff. Unsolicited items or materials from individuals or groups will not be accepted for display; however, library staff may maintain lists of individuals or groups who might be willing to provide appropriate materials for future displays. Library staff may request assistance from individuals or groups in developing an appropriate display. The KCPL system will make reasonable efforts to protect items loaned to the library for display purposes but cannot be responsible for loss or damage.

In accordance with the Kanawha County Public Library system's mission, these exhibits and displays will present a broad range of ideas, subjects and viewpoints for the personal, informational, educational, cultural, and recreational enrichment of people of all ages, interests and circumstances. Exhibits and displays will be attractive, accurate, objective, and balanced in as much as possible. Objections to exhibits and displays may be made by submitting a completed Exhibit/Display Reconsideration Request form to the Library Director. The reconsideration request will be considered by the Library's professional staff. During this process the exhibit or display will remain on view until its scheduled

close. After a decision is made by the Library Director an explanation of the decision will be sent to the person submitting the reconsideration request. The decision of the Library Director may be appealed in writing to the KCPL Board of Directors within five working days.

The Board of Directors of Kanawha County Public Library may review and modify this policy at its discretion.

Approved by the KCPL Board of Directors and effective July 1996