

**DRAFT**

## **Decatur Public Library**

### **Library Building Use Policy**

#### **Display Cases**

The library maintains two display cases in the lobby of the building. In addition, there are scattered display cases throughout the building. The lobby display cases are primarily for the use of local nonprofit and educational organizations to use in the provision of informational materials concerning their organizations and programs to the library's public. Other display cases are primarily for the library's use but can be shared with local nonprofit groups for displays.

Requests by local nonprofit groups to participate in the use of the library's lobby display cases are made to the city librarian. Once the city librarian has determined that the group is a local nonprofit entity eligible for use of the lobby display cases, their name will then be given to the library's administrative secretary who will arrange for the use of the display case by that entity on an equal rotating basis with all other such qualified entities. Each display period will be for one month and no agency may use a display case more than once in a 12 month period.

Other display cases located throughout the library are primarily for the use of the library. At times, with the approval of the city librarian, such display cases may be used by local nonprofit and educational institutions for the display of informational materials relating to their organizations and programs on a non-permanent basis. It is not the intent of the Library Board of Trustees to allow any agency a permanent display location within the library.

The granting by the library to any organization of the right to use a display case will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

#### **Gallery Area**

The Decatur Public Library has a gallery area located on the upper level around the main staircase. The purpose of this space is to provide an area for the housing of displays and exhibits. The south wall of this space is set up with a picture-hanging system. It is the intent of the Library Board of Trustees that the southern part of this area be used for art displays on a regular basis.

The Library Board of Trustees may establish an arrangement with a local group(s) for the provision of art displays for the gallery area.

The granting by the library to any organization of the right to use the gallery area will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

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## **General Building Use**

The library's mission is "to provide access to and promote the use of materials that serve the informational, recreational, educational, and cultural needs of the community." In support of that mission, the library purchases materials for its collection, arranges for programs of an educational and cultural content for its meeting rooms, and provides informational displays in a variety of formats.

In fulfilling its mission, the library understands its role as a neutral provider of information to the community. It is not the intent of the Library Board of Trustees that the library becomes a place, except in the community information rack and the front display cases in the front lobby area, where other entities or organizations display information promoting their institution.

## **General Building Use Guidelines**

### **Community Information Rack**

The community information rack in the front lobby is for the display of information about community services and organizations. Display material is limited by the size of the rack and any one agency may have at any one time only one informational item in the rack. Display items must first receive approval by the city librarian or his/her designate before being displayed in the rack. Approval will be given to all recognized nonprofit, educational, and governmental agencies of the display of their materials.

The granting by the library to any organization of the right to use the community information rack will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

### **Displays Within the Library**

At times, upon approval of the city librarian or his/her designate, the library may permit displays within the library, from other entities, to assist in promoting certain aspects of the library's collection or services.