

### Petitioning, Solicitation, Distribution of Literature

The library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals inside the library. Failure to comply will result in suspension of library privileges.

Groups or individuals who wish to petition, solicit, canvass or distribute literature to the public outside of the facility may do so, as long as they do not impede access by the public to the facility or parking lot or interfere with the use of the facility in any way.

Displaying fundraising activities for the schools within the Beaver Island District Library district is at the discretion of the library director.

### Displays and Posting

The Beaver Island District Library uses the bulletin board and display case in the entryway to promote Library programs, events, and services. The Library reserves the tackable surface in the restroom hallway for public information. This area may be used to inform the public of events and programs outside of the library that may be of interest to the community. This privilege is open to all groups, regardless of religious or social ideology. If space is limited, priority will be given to not for profit or civic groups located within the library's district. No postings or displays of a partisan political nature will be placed on the bulletin boards.

Library and library affiliated programs have first priority for display and bulletin board space. The library reserves the right to reschedule, move, or remove items to better fit their program needs. The library does not endorse any materials distributed or posted by other organizations.

#### **Display Case**

The Beaver Island District Library welcomes the opportunity to allow community groups, organizations, or individuals to use the locked display case. Space is provided in the case for displays of an artistic, educational, cultural, civic or recreational nature.

The Library has priority use of the display case. The display case is rotated on a first come, first served basis. Application for the locked display cases must be made through the staff at the information services desk. Library staff will make the final decision regarding the length of time an exhibit may remain in the display case and may refuse an exhibit based on its content. The exhibitor is responsible for setting up and taking down the display in a timely manner, as defined by the library staff. Glass shelves may not be adjusted or removed, except by library staff.

A "credit line," (a small sign stating the sponsorship of the display) may be included in the display. The library is not responsible for any items owned by the exhibitor.

#### **Bulletin Boards**

The tackable surface in the restroom hallway is available for community information. Any person or organization wishing to display information must give the exact item to staff

beforehand. Items will not be returned. The final approval or denial for the request rests with the library director. Any item(s) posted without prior approval will be immediately removed and discarded.

Date sensitive material should be posted no sooner than one week prior to the earliest date on the poster and removed on the last date applicable. Time sensitive material that is not dated will be posted for no more than one week. Preferred poster size is 8 ½ x 14 inches or smaller and may not exceed 11 x 17 inches. Notices will only be placed in one spot in the library.

Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited.

**Pamphlets**

The Beaver Island District Library has limited space to provide groups an area to leave pamphlets. The library reserves the right to decide appropriate placement for such pamphlets. Brochures may not be larger than 5 x 8 ½ inches.

**Waiver of Liability Form**

I, the undersigned, hereby lend the following objects, works of art, or other material to the Beaver Island District Library for exhibit purposes only. I acknowledge and agree that the Beaver Island District Library and its display space are open to the public. Thus, exhibiting artwork therein may involve the risk of property damage and/or property loss. In consideration of exhibiting the art work in the library, I release the library from responsibility for loss, damage, or destruction while the artwork is in the possession of the library. I hereby agree to hold harmless the Beaver Island District Library and all affiliated entities, their directors, officers, trustees, agents and employees.

Dates of display: \_\_\_\_\_

Description of materials to be displayed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_