Montgomery City-County Public Library Posting, Display, and Exhibit Policy

The Montgomery City-County Public Library System (MCCPL) provides opportunities for exhibits, displays, and bulletin boards in physical or digital formats. Government, nonprofit, noncommercial organizations, and community posting should align with the library's mission to meet the various educational, informational, cultural, and recreational needs and interests of the community. This is dependent on the available space within each individual library location, which will be determined by the Branch Manager of the location. The MCCPL Director and Assistant Director reserve the right to review any and all requests for use of the public bulletin board or literature racks and may include or reject any which they deem does not fall under the library's mission.

Notices/flyers for individuals (e.g. garage sales, lost pets), for-profit groups, or commercial businesses are not permitted. Campaign materials, materials containing proselytizing speech, and commercial materials such as business advertisements or promotions are not permitted. The Library reserves the right to refuse or remove any notice/flyer that does not comply with these policies and guidelines. Unauthorized materials found in the library or on bulletin boards will be discarded.

Use of the Library's bulletin boards and display areas does not imply endorsement by the Montgomery City-County Public Library System of the information posted.

Bulletin Board

Bulletin Boards are any vertical space available on cork board, or oscillating boards. This space will be reserved for Library use only. Items on display must align with library events, library resources, and/or City-County government affiliations notices.

All postings will be approved by the MCCPL Director, Assistant Director, or Branch Manager.

The library will give preference to materials that:

- Promote a library event
- Promote library resources
- Promote City-County government events and notices
- Partnerships with MCCPL ○ Please see Library Partnerships policy on the MCCPL.LIB.AL.US website for more information.

Display Table

Display Table is a table or literature rack located within the library that holds flyers, pamphlets, brochures, and business cards. The Branch Manager of each location shall designate which spaces, such as counter tops, desktops, or shelves are available for free distribution or posting of non-library materials within the library or on Library grounds.

The library will give preference to materials that:

- General community interest
- Originate with organizations located in the County of Montgomery
- Announce events, activities, and services within the County of Montgomery
- Advertise free services to the community Placement, Quantity and Size:

- Placement will be provided only if space allows, which will be determined by the Branch Manager.
- Display tables will have a pre-set area within the library and cannot be moved without approval by the Branch Manager.
- Handouts should be able to sit in a neat stack without falling over, or require library staff to restock.
- Size requirements may be no larger than 8.5x11.
- Notices/flyers must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- Flyers will be disposed of by library staff once the event has concluded or 30 days after posting.

Exhibit

Exhibits are objects or collection of objects on public display that stand alone from a bulletin board or display table.

Exhibits require an approved partnership by the Director, Assistant Director, and/or Branch Manager in order to display. Approval may be given when the exhibit is included as a part of a library program or grant. Please see Library Partnerships policy on the www.mccpl.lib.al.us website for more information.

Placement of the exhibit will be determined by the Branch Manager.

The following will be determined by Library Administration or Branch Manager and the displaying Organization:

- Duration of the exhibit
- Setup and breakdown of the exhibit
- Storage of the exhibit's containers, pre, or post setup of the exhibit.

Public Notices

Public notice is a notice issued by a government agency or legislative body that contains sufficient detail to notify the public at large of a proposed action. Notices may not be left without communication with the Branch Manager about the posting of the document.

Placement, Quantity and Size:
- Placement will be determined by the Branch Manager
- Size requirements may be no larger than 8.5x11, but can be compiled in a folder or binder.
- The organization will provide their own stand, folder, or binder if needed.

Public Notice agreement:

The following must be communicated with the Branch Manager and inserted within the public notice.

- Duration of how long the public notice will be posted
- Contact name and contact information of an individual from the organization.
- Public notices will be disposed of, if the contact person for the notice does not pick it up within 30 days of the listed final posting date.
- Library staff will contact the designee for the notice 3 times before disposing of the notice.
- The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

Digital Formats

Digital Formats may include posts on the MCCPL library website, and individual library social media pages. All digital posts must follow the posting policy. All digital posts will be aligned with library pre-existing partnerships, library resources, and library events.

Approved by Library Board of Trustees October 13, 2022