

# Public Display Policy

## Introduction

The purpose of the bulletin board at the Peru Public Library is to make available information regarding cultural, recreational, educational, and human services programs and events in the community, which are available/open to the public at large. Distribution or posting information does not imply endorsement by the Library of the ideas, issues, or events promoted by those materials.

## Policy

The Library welcomes noncommercial displays and other materials of general interest to the community. Nonprofit or service organizations shall display a poster, flyer, or leaflet about their events, services, or activities with prior permission of the Library Director(s) or designee. Materials must pertain to an event, service, or activity occurring within or near the Library District boundaries. Materials from for-profit groups or organizations are generally not accepted.

Contents of these posters, flyers, or leaflets do not reflect the views of the Peru Public Library District, its trustees, or its staff.

Organizations based in Peru shall be given priority. Display of flyers and publicity from outside organizations is at the library's discretion based on the following:

- All postings shall be approved by the Library Director(s). The Director(s), or designee, reserve the right to make exceptions based on existing policy and shall make final decisions.
- Postings from outside organizations are subject to the availability of space. Materials shall not be returned to any organization or individual.
- Postings for events that require a fee to enter shall not be displayed
- Advertisements to sell personal or commercial items or services, or for personal or commercial solicitation, fundraising, or recruitment are not permitted. Promotions of fundraising by Peru area non-profit organizations may be considered by the Library staff.
- Material that advocates for the election of or the defeat of a ballot issue, a referendum, or a candidate for public office shall not be displayed.
- Unapproved postings shall be taken down by Library staff.

The Library Director(s) or designee shall determine where to display the informational materials. Appropriate areas of display include bulletin boards, literature racks, or shelves if available. The Library shall discard materials that are no longer timely or are older than 30 days. Items announcing events shall be removed after the date of the event.

**Unacceptable Materials**

The following items are examples that shall not be posted or distributed:

- Business advertisements
- Events with a fee to enter
- Personal notices, such as lost and found notices
- Products sold for profit
- Garage/yard sales or other sale signs
- Services, such as babysitting, for which fees are charged
- Job wanted or Hiring posters
- Signs soliciting donations
- Campaign literature
- Signs larger than 11 x 17
- Legal notices
- Private instructional courses