

Policy Binder

DEPARTMENT: LIBRARY

BY: PHONE: 966-8478

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes No)

MARIPOSA COUNTY LIBRARY POLICY FOR EXHIBITS, DISPLAY CASES, AND BULLETIN BOARDS

Libraries are not required to make their bulletin boards, meeting rooms, and display cases available to anyone but once these areas are opened to outside groups, rules and policies must be applied fairly and equitable. Authorize the Mariposa County Librarian to execute the following policy for the Mariposa County Library System for Exhibits, Display Cases, and Bulletin Boards. See attachment 1

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors have passed other polices for the Mariposa County Library System;
Res.No:02-145-Internet Policy
Res.No:01-303-Community Room Policy

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Library would not have a policy the Exhibits, Display Cases, and Bulletin Boards.

COSTS: (x) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Attachment 1

CLERK'S USE ONLY:
Res. No.: 02-359 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
 Approved () Denied
 Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action
Comment: _____
C.A.O. Initials: *MW*

POLICY: EXHIBITS, DISPLAY CASES, AND BULLETIN BOARDS

STATEMENT OF PURPOSE

In many communities, the library offers the only readily available free space to display information. Items that publicize recognized community organizations and local events further the role of the library as the central source for civic, cultural, educational, and recreational information. Libraries are not required to make their bulletin boards, meeting rooms, and display cases available to anyone but once these areas are opened to outside groups, rules and policies must be applied fairly and equitably.

POLICY

A. DISPLAY CASE

Display space is available in the library's exhibit case for educational, artistic, and cultural materials that promote interest in the use of books, library materials, and information or that share information about local art and cultural nonprofit groups. Preference will be given to exhibits that are timely and of general interest. Displays that are solely commercial in focus are not appropriate and are not allowed.

The library will take reasonable care to ensure the safety and security of items displayed, however, the library has no insurance to cover exhibit items and assumes no responsibility in the event of loss, theft, or damage. Exhibitors are encouraged to insure items of value and will be required to sign a form that releases the library from responsibility for loss, damage, or destruction. Items displayed may not include price tags. Items will be removed from the exhibit case or wall as scheduled by the County Librarian or designee. Display of items in the library does not indicate endorsement of the issues or events promoted by those materials.

B. BULLETIN BOARD

Display space for use of the Bulletin Board is available for public information to be disseminated. The Bulletin Board case is for educational, artistic, and cultural materials that promote interest in the use of books, library materials, and information or that share information about local art and cultural nonprofit groups. Bulletin boards may not be used for personal, commercial, or inappropriate uses. Posters and flyers displayed on the bulletin board may be no larger than 8.5 inches

X 14 inches. Items may be displayed for a maximum of three (3) weeks. Library staff will remove items that have expired or that have been posted for three (3) weeks.

All materials for posting or distribution must be presented to the County Librarian or designee for approval. Library staff will date and place items on the bulletin board or in the information rack. Distribution or posting of materials by the library is a public service and does not indicate endorsement of the issues, events, or services promoted by those materials. Materials left or posted without approval will be removed and discarded.