



# Display of Community Information Policy

Adopted: 08/2002

Revised: 01/2018

Reviewed: 01/2018

The Library is frequently asked to feature displays and to distribute flyers, brochures and other miscellaneous announcements of community events. In our effort to build community, the Scott County Public Library will distribute materials that publicize activities of a civic, cultural, educational or recreational nature produced by non-commercial local groups. Based on the appearance, contents, timeliness, local interest, and general suitability of the announcements, the Executive Director approves the distribution and posting of such items. Unauthorized material will be discarded.

Arrangements for displays and postings must be made in advance with the Executive Director. The Executive Director may reject any display or posting that does not fit with the mission of the library or that is not presented attractively. Each request is approved or disapproved on a case-by-case basis. All activities and events noted in the materials for display and posting must be open to all.

Items announcing and promoting library programs will take precedence over other community information. All dated items will be removed on a timely basis by library staff. Items provided as handouts or for posting will be made available for periods no longer than four weeks. Items may be refused because of their size if at the time there is no available space to distribute or post them. In general, items accepted will be no larger than 8 ½ inches by 11 inches.

Display and posting space is limited and available on a first come first served basis. Displays are allowed for a 2-4-week period. Upon request, the Library may provide a table.

Materials from an individual or a for-profit group, company, or organization will not be accepted for display or posting.

The library may distribute political campaign literature when the material contains information about all candidates. Materials on individual candidates are not distributed or displayed in the public library.

Displays and postings at the Library DO NOT imply endorsement by the Library.



# Display of Community Information Form

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Name of organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Number where contact person can be reached: \_\_\_\_\_

**Date of display:** \_\_\_\_\_

Purpose of display: \_\_\_\_\_

Brief description of display: \_\_\_\_\_

I would like to set up my display on: \_\_\_\_\_  
(date)

I will take my display down on: \_\_\_\_\_  
(date)

Tables are available from the library for your convenience. Inquire about sizes. Will you need a table? \_\_\_\_\_

The library is not responsible for any loss or damage to your display.

*I agree with the attached policy and understand the library does not insure displays. I understand all reasonable precautions will be taken to protect my materials, but the library is not responsible for reimbursement or replacement of lost, stolen or damaged articles.*

Signature \_\_\_\_\_  
(Date)

This form must be turned in to the Library Director for approval.  
Scott County Public Library  
104 S. Bradford Lane  
Georgetown, Kentucky 40324