

POSTERS, DISPLAYS, & BROCHURES

No posters shall be exhibited or placed in the Library without permission from library staff. Posters or literature may be removed, and discarded, by library staff without notice.

The Columbus Public Library offers its display case, located in the West entrance to the nonfiction section, to community groups and individuals for the display of civic, cultural, and educational exhibits. Use of the display case is subject to the following rules and regulations.

1. Display cases provide a public forum in which to exhibit educational, cultural or charitable materials. Provision of space for a display does not indicate endorsement by the library.
2. The library assumes no responsibility for damage or theft of any item on exhibit in the library. All items are placed in the library at the owner's risk.
3. The display case may not be used for:
 - a) Promotion or representation of partisan or individual candidates' political meetings or events (such as political rallies, demonstrations, movies, fundraisers, promotion, protesting, or endorsement of political candidates or agenda).
 - b) Promotion or representation of specific religious or philosophical/motivational groups.
 - c) Promotion or representation of personal or family interests.
 - d) Promotion or representation of a for-profit business.
 - e) Displays of a polemic or discriminatory nature.
 - f) Display of material which is obscene, defamatory, invades a particular person's privacy, or incites violence.
 - g) Promotion or representation of any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.
4. Determination of the appropriateness of the display or material for posting is solely the decision of the Library Director or delegated representative.
5. The library will remind a group of their reservation the week before the display case becomes available.
6. Displays are set up for a two-month period. Displays must be put up in their entirety during the first week of the month, during regular library hours. Displays will then be locked for the duration of the display period. If the display is not put up after one week, the library reserves the right to offer the space to another group or individual for their display. The exhibit must be taken down and removed during the last week of the month. Failure to remove the display by the agreed upon date may result in its removal by library staff.
7. One designated person, as noted on the display calendar, will be allowed to set up and take down a display. This same person will need to provide a photo ID upon removal of items.
8. Displays can be reserved for the next calendar year beginning October 1.

Adopted by the Library Board on 3/13/1980, revised 8/13/2009, 9/10/2015, 4/12/2018