

POSTED ADVERTISING

1. DISPLAY SPACE

The Urbana Free Library maintains bulletin boards and pamphlet rack in its three major departments for posting materials of interest to the citizens of Urbana, including both items selected for display by the Library staff and items posted at the request of local individuals or groups.

Public display of posters, flyers, pamphlets, or other materials on Library property is limited to the location and circumstances described above.

In no case should the presence of any public notice, flyer, pamphlet, or display be interpreted as representing the opinion of the Library Board or staff, or of the government of the City of Urbana.

2. PUBLIC USE OF BULLETIN BOARDS

The majority of Library bulletin boards are set aside for the display of materials selected by the Library staff. General public use is limited to bulletin board designated specifically for that purpose, and items which cannot be fitted to those boards are not displayed.

Adult Department bulletin boards are available for notices of all kinds, but the bulletin boards in the Children's Department and Archives are limited to material appropriate to those departments.

All notices must be cleared by the Library staff prior to posting, and they will be posted by Library staff only.

Decisions concerning the acceptability of notices and their placement are made by Library staff. The Library reserves the right to reject notices on the basis of bad taste, excessive size, or other criteria that make public display unfeasible.

The staff determine the length of time a notice may be posted. This decision is based on notice size, time span of events, and other factors. Depending on the individual situation, display time may be as short as a few days. General notices for events continuing indefinitely may be posted, but only for a brief period of time.

3. PAMPHLET RACKS

Most of the Library's pamphlet rack space is reserved for materials on the Library, and for general community materials selected by the Library staff.

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Certain rack space, however, is designated for use by the community groups. Materials brought by these groups will be placed in these racks only.

As in the case of bulletin boards, pamphlet racks in the Children's Department and Archives are reserved for materials specially relevant to those departments.

4. DISPLAYS

The Library maintains bulletin boards in its department for special displays. Most of these displays are selected and scheduled by the Library and put up by Library staff. Small bulletin boards, however, may occasionally be available for use by community groups. The selection, assignment and scheduling of displays on these bulletin boards are a departmental administrative matter.

5. DISAGREEMENTS

In the case of any disagreement over posting notices, displaying pamphlets, or setting up displays, the decision of the Executive Director is final.

ADOPTED MAY 11, 1981
LAST AMENDED SEPTEMBER 12, 1988