

Burlington Public Library Policies

Distribution and Display

This policy establishes how and under what circumstances individuals and organizations may post or display materials within the Burlington Public Library (the "Library"). In keeping with its mission and as a public service, the Library provides limited spaces for the distribution and/or display of community postings. "Community postings" sources are limited to information from local, government, educational, and non-profit organizations. Community postings may include, but are not limited to promotional materials for services, event notices, job postings, and community collections.

A community posting accepted and displayed in library facility does not indicate library endorsement of the ideas, issues, or events promoted or mentioned in the community posting.

The following materials will not be allowed as community postings:

1. Materials which constitute advertising for, or promotion of, a business or for-profit organization.
2. Materials and notices advertising commercial events, sales of items, or personal services for which fees are charged.
3. Postings advocating the election or defeat of a candidate for public office, or advocating a vote for or against any proposition, whether political or not.
4. Materials that violate existing State and Federal laws on obscenity, libel, defamation of character, and invasion of privacy, and/or discrimination.
5. Non-library sponsored floor/table displays are not accepted as permissible forms of exhibits or distribution options. \

The library assumes no responsibility for protection or preservation of community postings, whether posted on the bulletin board or left with library staff for posting.

Community postings will not be returned, and will be recycled or discarded, whichever is appropriate given the type of material. Any unused community postings and materials left for posting without authorization will also be recycled or discarded.

I. Community Board & Job Board

Community postings may be submitted in person or online for review and posting. Library staff will review submissions and will post materials to the community and job boards. Event-specific items approved for display will be displayed up to 5 weeks prior to the event date listed. Approved items will be stamped, dated and initialed by library staff. community postings posted without prior library staff review and approval will be removed.

II. Display Cases

Display cases may be reserved for one-month intervals when not required for use by the library. Setup and take down are the responsibility of the sponsoring organization. Materials used to hang or display exhibit items must be removed at the end of the reservation period.

III. Library Meeting Rooms

Postings in library meeting rooms are limited to the time of the reservation. Meeting room users may not post signs outside of the room, such as signs on the library doors, meeting room windows, or in the lobby.

IV. Library's Digital Signs

The library's digital signs are for library-sponsored events and information only.

Any materials found to be posted in violation of this policy may be removed and discarded. Posting of signs or materials (other than library sponsored promotions) outside of the designated spaces in this policy including the exterior grounds of the library is not allowed.

V. Disclaimer

Use of library display or posting areas identified within this policy, including book displays on tables, end-caps, and shelving, in no way implies endorsement by the Burlington Public Library or City of Burlington, Iowa of the ideas, artistic themes, or aims and goals of the individual or organization utilizing these spaces. The Burlington Public Library Board of Trustees, Burlington Public Library staff, and/or the City of Burlington, are not responsible for accidents, injury, or loss of property while utilizing the library's public display areas. Promotion of library-sponsored services is conducted at the discretion of the Library Director or designee. As such, the library's use of display spaces may supersede public use of areas defined within this policy at the Director's discretion. An effort will be made to find an acceptable alternate location for public use.

Revised and adopted: December 18, 2024
September 16, 2020
July 19, 2017
March 19, 2014
June 15, 2011
August 20, 2008
October 18, 2006

Re-adopted:
November 17, 2004, December 16, 1998

Adopted:
April 17, 1996