



Bettendorf Public Library Information Center

Use of Public Posting and Display Spaces

In keeping with its mission and as a public service, the library provides space for public exhibit of artistic works; promotional materials relating to non-library, non-profit community meetings and events; personal collections of objects or materials.

All spaces defined within this policy are limited to non-profit individuals, organizations, and activities. Materials which constitute advertising or promotion of a business or for-profit organization will not be accepted for display or distribution.

The library reserves the right to select or reject otherwise qualified items due to limitations of space. Generally, non-library sponsored floor/table displays are not accepted as permissible forms of exhibits or distribution options unless pre-approved by the Library Director or designee. Items posted or set for distribution without approval from Library staff will be removed and discarded.

DISPLAY AREA AND POSTING/DISTRIBUTION OPTIONS

I. Exhibit Walls

The library provides areas for public display on four (4) wall locations, available for the display of works of an artistic nature:

- a. *Art Gallery—Second Floor*. Walls within this area may be reserved by the public for the exhibit of works of art for a one-month interval.
- b. *Community Living Area—Main Floor (Fireplace)*
- c. *Quiet Area—Main Floor*
- d. *Young Adult Area—Main Floor*

Reservations for displays can be requested online, by phone, email, or in-person. Individuals or groups may exhibit once within a twelve-month period. The library does not accept responsibility for materials on display and any loss or damage to materials remains with the individual requesting display of the material. Further exhibit guidelines and limitations can be provided by staff upon request or at the time of reservation.

II. Informational/Promotional Materials Distribution

The library accepts a maximum of 20 copies of informational material for distribution to the public. The maximum size is 8 ½ x 11 inches. Promotional materials must be submitted to the Service Desk located on the Library's Main Floor for review and approval by library staff in compliance with library policy.

III. Community Announcements/Events/Display Areas

Individuals or non-profit organizations requesting to post or display material within this area can submit items to the Service Desk located on the Library's Main Floor for review and approval in compliance with library policy. All signs will be marked by library staff. Sign size may not exceed 11x17 inches. Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.



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WEBSITE LINKS

The Bettendorf Public Library website is an online source of information for staff and the public. A limited number of links to other websites may be included on the Library's website as identified by staff as useful resources in responding to public requests for information. These sites are selected to enrich, broaden, and complement the Library's reference resources, as defined by library policy. Lists or links connecting outside sites to the Library's or City's webpages does not indicate or provide use as a full or partial public forum.

DIGITAL SIGNAGE

Digital signage is reserved for events or announcements related to the Library, Library Foundation, or Friends of the Library only.

Disclaimer

Use of library display or posting areas identified within this policy in no way implies endorsement by the Bettendorf Public Library or City of Bettendorf of the ideas, artistic themes, or aims and goals of the individual or organization utilizing these spaces. The Bettendorf Public Library Board of Trustees, Bettendorf Public Library staff, and/or the City of Bettendorf, are not responsible for accidents, injury, or loss of property while utilizing the library's public display areas.

Note: 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. Every attempt will be made to find an acceptable alternate location for public use.

Adopted by the Board of Trustees
10/2000
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