



Approved 8/21/2014

Display Policy

Purpose: To facilitate its mission of being the community's open door to a world of opportunity and fulfillment, the Teton County Library has established several publicly accessible areas within the library for the display and distribution of materials for the library, non-profit organizations and for individuals. Use of the library auditorium and other library meeting rooms for display and distribution of these materials is prohibited, except that groups using those rooms may display their materials in the room during their scheduled events. Materials displayed or distributed in these areas must meet the selection criteria established within this policy. The library retains the right to remove any materials not meeting these criteria.

Criteria: Materials for display or distribution in the library will be evaluated according to the criteria listed below. Materials may be subject to final approval by the Library Director. The primary use of the publicly accessible library bulletin boards, display areas, fliers and handouts will be for the promotion of library-related services, events and programs. As a corollary, the library may display informational resources from governmental and educational entities that are not easily shelved in the collection stacks, in publicly accessible racks, files and tables. Below is the library's list of priorities for selection, display and distribution of materials for each area:

The Main Library Wing and the Teens & Children's Wing:

- Information about library services, events or programs.
- Information about collaborative projects between the library and other community organizations.
- Information from local, state and federal agencies for the public at large.
- Information from local, state and federal educational agencies for the public at large.
- Display of informational materials (such as newspapers and newsletters) which are not suited to shelving in the main body of the collection.
- Information about non-profit organizations with local, state and/or regional relevance.
- Each public desk will establish criteria for the placement and appropriateness of library-related materials to be displayed or handed out at that desk. These guidelines will be reviewed and approved by the Management Team, on a periodic basis.

In the Lobby of the library (maintained by Communications Team):

- Advertisement of library services, events or programs

The Gallery: Bulletin Board opposite Public Restrooms (Maintained by Patron Services Team)

- Posters for non-profit services, events or programs
- Classifieds—e.g., rooms for rent, individual services offered, individual merchandise for sale

Youth Services Bulletin Board opposite Public Restrooms (Maintained by Youth Services Team)

- Posters for non-profit services, events or programs related to youth
- Classifieds—e.g., rooms for rent, individual services offered, individual merchandise for sale