

**Chelsea District Library  
Policy and Procedure**

**Policy Section:** 4. Facility and Equipment  
**Board Approval Date:** October 19, 1998  
**Board Revision:** Oct. 15, 2002  
**Committee Consideration:** Dec. 2, 2003  
**Board Approval Date:** January 20, 2004

**Subject:** #422 Display and Solicitation in the Library

**Background:**

The Chelsea District Library uses its bulletin boards, display cases, and giveaway racks to promote its programs, events, and services. When space permits, these limited areas are used to inform the public of events and programs outside of the library that may be of interest to the community.

The Chelsea District Library is a limited public forum, designed to support the cultural, educational and informational needs and interests of the community. Library display facilities are available to the public as a limited public forum within the guidelines set forth in this policy.

**Policy:**

- I. Any person or organization wishing to display information must give the exact item to Management Staff beforehand. The final approval or denial for the request rests with the Library Management. Any item(s) posted without prior approval will be immediately removed and discarded.
- II. Items that will be accepted for consideration must meet the following criteria:
  1. Items must be submitted by a non-profit organization; no individual literature may be displayed, including but not limited to baby-sitting or daycare services, job offers or requests, or personal services.
  2. Items will be removed after 60 days, and will not be returned unless other arrangements are made.
  3. Literature must not advertise specific denominational religions, partisan politics, or commercial endeavors.
  4. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited.
  5. Brochures cannot be larger than 8 ½ x 11 and posters cannot be larger than 16" x 24"
- III. The library does not endorse any materials distributed or posted by other organizations.
- IV. The library does not allow panhandling or the sale of goods or services by members of the public in the library building or on the grounds. The only merchandising activities permitted are Library or Friends of the Library sponsored sales or activities.
- V. Individuals or groups may not leave petitions or surveys in the library and may not gather signatures for petitions or distribute surveys on library grounds.

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Gregory P. DeGraff  
Secretary

Date: \_\_\_\_\_

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