

Display Policy

Revised and Approved by the Board of Trustee 11/9/04

1. All posters and brochures must be submitted for Library approval prior to display.
2. There is no charge to display a poster.
3. The entryway bulletin board is the only bulletin board for general informational purposes. All other bulletin boards within the library have designated purposes.
4. Because of limited space, the Library will prioritize posters for the entryway bulletin board and display racks in the following manner:
 - i. Information concerning the Sycamore Public Library
 - ii. Sycamore information
 - iii. DeKalb County information
 - iv. Entertainment information
5. The meeting room bulletin boards are to be used for the purpose of notifying the public about programs, activities, and events taking place in the meeting rooms as well as to promote all library and library sponsored programs.
6. All other bulletin boards within the library are for use by library staff for library related information.
7. Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed.
8. No organization or individual shall be permitted to place in the library any box, receptacle or canister which solicits monetary donations nor shall any poster or display be permitted which advocates or solicits consideration of any product or service sold by any commercial or charitable enterprise: however, posters announcing bazaars or programs sponsored by any local, educational, religious or fraternal organization will be permitted provided they fit within the rest of the parameters of this policy.
9. Posters must be no larger than 8 ½ x11.
10. Posters will be displayed for two (2) weeks.
11. Posting a notice or placement of the materials in a display rack does not imply endorsement by library staff or Board of Trustees.
12. The Director reserves the right not to display any poster deemed inappropriate for the Library.