

DISPLAY POLICY

It is the policy of the Ontario City Library, as part of its information mission, to provide access to community information through the display of event/service posters and free handouts.

The Library is a marketplace of ideas and information. Just as inclusion of a book or other item in the Library's collection is not an endorsement of that item, the display of flyers and related materials is not a Library endorsement of the issues promoted by the display.

The Community Displays Policy applies to all locations operated by the Ontario City Library.

SUBJECTS / CONTENTS

Displays are for information about civic, cultural, educational and recreational programs of likely interest to the local community. Civic groups, service clubs, nonprofit organizations, and governmental units promoting free or nominal charge events are typical sponsors of these activities. Library staff will review and select material that supports the Library's mission and fits in the available display space

No religious material, political candidate or proposition materials, commercial promotions or private events, such as yard sales, and "jobs wanted/services provided," "for sale," and fund-raising car washes and meals are eligible for display. Also not allowed are actual products for sale, such as candy for charities or service clubs.

DISPLAY RULES

The presentation must be suitable for family viewing, as the displays are visible to anyone entering the Library. All materials must be approved before display, signified by authorized staff initialing and dating a file copy of the materials or the item itself, as a poster.

In the event an "unapproved" item is discovered on display, at the discretion of the Library the item may be approved after the fact, relocated as needed, or disallowed and discarded without notice.

AUTHORIZATION

Library staff has sole responsibility for selecting, developing and placing displays. The Library Director is responsible for application of the Displays Policy and the acceptance or rejection of materials for display. Operationally, this authority is delegated to unit staff.

Any questions about the Displays Policy are referred to the Library Director and then to the Library Board.

SIZE AND LOCATION

The Library reserves the right to refuse materials that are awkward to display or take up disproportionate space. Displays are allowed only in designated areas. Other areas, such as service desks, study tables, walls, windows, doors, and shelving end panels are reserved for Library and City of Ontario items.

Groups using the meeting rooms may have displays inside the meeting room during their programs. Groups are not allowed supplemental displays outside the meeting room or in-person handouts in the Library.

No public address announcements are allowed by outside groups.

LENGTH OF DISPLAY AND HANDLING

Handouts and posters are displayed no more than one month prior to the event and discarded after the event. The Library does not store materials. Any items brought early must be redelivered within the display period. Materials left for display, belong to the Library and may be disposed of in any manner at the sole discretion of the Library.

The Library will relocate and rearrange materials as it chooses. Timeless information will be displayed insofar as there is space; these items occasionally may be removed from display to allow for notices of newer services/events at the library's discretion.

ACTIVE DISTRIBUTION

In the libraries: Active distribution, in which a person on site hands out material, canvasses, solicits or petitions, is not allowed in the Library. Rare exceptions may be made for specific government projects, with the express approval of the Library Director.

Persons or groups who wish to engage in conduct or other activity protected by the Constitution of the United States or the State of California at a Library location may do so; provided, however, no person or group engages in any conduct or activity which unreasonably impedes ingress or egress to or from the Library location or engages in any activity which unreasonably interferes with the use of any Library location by the public or Library staff.

Leased Library locations are subject to the particulars of the lease, in that the grounds are usually common or private, not "public" as in the case of a city owned site. The landlord and leased Library will consult as needed to establish an accord.