Schertz Public Library
Displays

Purpose

The Schertz Public Library devotes building space, where available, to displays. The purpose of displays is to increase public awareness of the Library's resources and to support its mission as an educational, cultural and informational center for the community. For the purposes of this policy, the term "display" includes wall exhibits, bulletin board items, display cases, freestanding displays, handouts, flyers, library materials, and exhibit items. Any displays in the facility shall further one or more of these purposes:

- To promote to library services, collections and programs
- To bring together library materials from several subject areas which relate to a theme of current interest
- To highlight current issues, events or other subjects of public interest in an informational manner
- To display artifacts, art, crafts, photographs, writings, or other types of items
- To explain the activities of, or issues of interest to, local nonprofit organizations and agencies
- To display interesting collections or hobbies of local residents

Requirements for Displaying, Posting or Distributing Items by the Public

1. Nonprofit entities and local community groups may post materials promoting their services, programs, and events, including fundraisers, as space permits. Materials from for-profit enterprises and individuals will not be posted, including such items as political candidate or proposition endorsements, commercial promotions or events, or sales and services advertisements.
2. The Library reserves the right to refuse display materials that are awkward to display, take up disproportionate space, or do not meet library standards.
3. Handouts, flyers, and posters are displayed no more than one month prior to the event and will be placed in the appropriate public forum location by library staff.
4. All items must be dated, identify the group or person responsible for distribution, and provide a contact address or telephone number. Anonymous items will not be displayed.
5. Items may remain posted or be distributed for a period of 60 days. Library staff will discard any materials remaining after that time or sooner if the event date has passed. The Library reserves the right to relocate, rearrange, and remove materials as it chooses.

6. Active distribution, in which a person on site hands out materials, canvasses, solicits or petitions, is not allowed.
7. Items to be posted/distributed must not be in violation of any federal, state or local laws.

Requirements for Loaned Display Items

1. Oral or written requests must be made to the Library Director for approval. Requests will be processed on a first-come/first-served basis, with scheduling priority given to the Library, City of Schertz, and exhibitors who have not previously presented a display.
2. The exhibitor/lender will complete a display agreement with the individual items listed on the back of the agreement.
3. Neither the Library nor the City assumes responsibility for materials, equipment or any other article left by the organization, group or individual in the library and will not be liable for loss, theft or damage thereto.
4. The Library Director, or librarian-in-charge, will sign and date the receipt, retaining a copy for the Library and providing the original to the lender or exhibitor.
5. The exhibitor is responsible for the installation and dismantling of the display as scheduled. If the Library must dismantle a display because it is not removed as scheduled, the Library is not responsible for any damages.
6. Exhibitors using display cases or display space assume liability and shall be liable for any damage resulting from said usage, as assessed by the City.
7. When items are returned to their owner, by the agreed pickup date, the owner shall sign and date the original form, noting that all materials have been returned.
8. If items are not picked up at the agreed time, the Library will attempt to contact the owner twice in writing within sixty (60) days. If the owner does not respond after 60 days, the items will become property of the Library to dispose of in accordance with its established practices for disposal for surplus property. No employee of the Library may take possession of the items.

Liability

The Library will not be responsible for returning or storing materials, and the Library will not be responsible for protecting materials from damage or theft. All items placed in the Library are there at the owner's risk.

Granting permission to display materials does not imply the Library's endorsement of content, the sponsoring organization, or its views; nor will the Library accept

responsibility for the accuracy of statements made in such materials.

Challenges

If a group or individual objects to the Library's decision regarding the appropriateness of display materials, the resolution procedure is as follows:

1. Staff shall request that the person or representative of the group present the complaint in writing.
2. The Library Director and/or the Librarian responsible for the display will discuss the issue with the involved parties, review the exhibit and, within a reasonable period, respond in writing to the complainant. The ALA's Library Bill of Rights and "Exhibit Spaces and Bulletin Boards, An Interpretation of the Library Bill of Rights" are two of the guidelines that will be considered when making a recommendation.
3. Challenged materials will not be removed until a decision has been reached.
4. If the complainant wishes to pursue the complaint further, they may address the Library Advisory Board at its regular meeting.
5. The Library Advisory Board shall review the complaint within a reasonable time and shall issue a decision in writing to the complainant within ten (10) business days of review. The Library Advisory Board's decision shall be final.

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Endorsed by Schertz Library Advisory Board October 4, 2021