

MOUNTLAKE TERRACE LIBRARY

Bulletin Board, Free Literature Distribution and Display Policy

February 2009

The Mountlake Terrace Library is a publicly funded municipal library constructed and owned by the City of Mountlake Terrace and operated by Sno-Isle Libraries. The Library is intended to serve the diverse needs of the residents of Mountlake Terrace and the Sno-Isle Library District.

In keeping with the Mountlake Terrace Library's role as a community resource center, posters and notices of community non-profit events that promote cultural, intellectual, educational or charitable activities may be posted in designated areas of the library by library staff. The Library may also provide space, when available, for the distribution of free literature of general interest to the public and displays by members of the community. Space will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. Not accepted for posting, distribution or display are materials that are commercial advertising or which promote an individual business or person, materials that promote or apply to only one religious organization or sect, and materials that endorse or rate political candidates. Exceptions are newspapers that are normally found in the lobby that may editorialize. The Library does not necessarily advocate or endorse the viewpoints of individuals or groups requesting space. Posters and other materials will be placed by library staff, subject to the approval of the Managing Librarian. The following guidelines have been developed by the City of Mountlake Terrace Library Board and Sno-Isle Libraries to aid in the impartial, fair and consistent treatment governing the use of the bulletin board, free literature racks and display area.

Bulletin Board

All notices of community non-profit events will be confined to a special bulletin board; approval for posting must be secured from the Managing Librarian. Literature will be displayed until it is out of date or until newer, approved material requires its space.

Free Distribution Literature

The Library will provide space for the distribution of free literature of general interest to the public concerning non-profit and educational events. All such literature will be kept only in designated literature racks in the lobby of the Library. Such literature will be placed there by library staff only with permission of the Managing Librarian; once it is placed, it becomes the property of the Library to be disposed of in any way the Managing Librarian determines. The Managing Librarian is the final authority on the placement of any free distribution literature.

Exhibits and Displays

The Mountlake Terrace Library welcomes exhibits for the Library lobby display case. This space is open to organizations and community members engaged in educational, cultural, intellectual or charitable activities for **two week** intervals. Longer time periods may be requested and approved at the discretion of the Managing Librarian. Library

displays take precedent over other displays. Wall space in the Library will be used exclusively for art exhibits or library use. All exhibitors must fill out an application and exhibits must meet the prerequisites of the policy and are subject to the approval of the Managing Librarian. **The display case may not be reserved more than three months in advance.** A schedule of exhibits will be kept in the Library. Exhibitors are requested to hang or display their own items and to remove them at the end of the set time.

The Library Board assumes no responsibility for possible damage or theft of any exhibit item placed in the Library. All items placed in the Library are done so at the exhibitor's risk, and he or she will hold the library, the Library Board, the City of Mountlake Terrace and Sno-Isle Libraries harmless from any and all claims arising out of damage or theft of the exhibit. The Library Board recognizes that this policy may not answer every display and distribution question and acknowledges the expertise and professionalism of the Managing Librarian when making decisions. Decisions by the Managing Librarian may be appealed to the Library Board.

The undersigned exhibitor hereby agrees to the terms set forth:

Date

Signature of Exhibitor

Address

Telephone

Description or background of exhibit: _____
