



Aurora Public Library

DISPLAY POLICY

Date of Last Revision: January 30, 2008

1 Introduction

The Aurora Public Library provides and displays materials consistent with its role and mission, as part of its information service. The Library recognizes that provision of access to and display of materials describing the interests and services of external organizations serving the Aurora community is a component of effective information service. This Display Policy serves as a guide to the permissible use of the Library for these purposes.

2 Bulletin Boards & Distribution of Materials

- .1 The Library displays information in the form of pamphlets, posters or brochures on behalf of cultural, educational, social service, and volunteer agencies serving the Aurora community. The Library does not necessarily support the aims or objectives of groups whose material may be on display.
- .2 The Library reserves the right to assess the suitability and relative importance of submitted display materials and may refuse to display some materials. Materials also may be refused based on excessive or irregular size, poor production resulting in unclear or incomprehensible content, or content which promotes unlawful practices.
- .3 Materials advertising commercial endeavours will not be displayed, unless the given project is related to the mission of the Library or the project clearly is in support of a non-profit activity consistent with the agencies identified in section 2.1.
- .4 All material posted will bear an APL stamp.
- .5 While the period of display is at the discretion of the Library, dependent upon available space, every effort will be made to post material up to the dates of advertised events.
- .6 The Library does not accept responsibility for the safe return of materials. Materials will be disposed of at the conclusion of the display period.

3 Information Booths

- .1 The Library permits hosted information booths for community groups, non-profit groups, and charities, where the information and tone of the display is of a non-proselytizing nature. Accordingly, information booths shall not be used for commercial, political, or religious purposes.
- .2 Written requests for information booth space should be directed to the applicable Information Service Manager, including a brief description of the host organization and the purpose and content of the proposed display.

Information Booths cont'd

- .3 The Library reserves the right to assess the suitability of the proposed display and to refuse the request.
- .4 The Library will provide a designated space, table, and chair. Display units, signs, promotional materials, and all other supplies are the responsibility of the host group. The booth may not be used for sales or solicitation or for promotion of a commercial product. Information booth space may be booked for a maximum of three (3) days.

4 Solicitations & Petitions

Solicitations by members of the public are not permitted in the Library, either in person or by petition. Petitions originating with the Library Board or the Town of Aurora Council are permitted, subject to formal approval by the Board.

5 Sales

The sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Town or Library Board sponsored events.

6. Storage and Display of Private Property

The Library will not store or display the private property of external groups or individuals, other than works of art as described in the APL Public Art Policy.

Exceptions to this provision may be considered, upon written request. Consideration of such a request will include:

- ◆ Compatibility with the Library's role and vision as a community service
- ◆ Duration
- ◆ Assessment and feasibility of the space requirements
- ◆ Visual impact of display material
- ◆ Consistency with the APL Public Art Policy provisions that:
 - The Library retains responsibility for determining the designated display space and methodology.
 - The Library does not bear responsibility for theft or damage of materials. Insurance is the responsibility of the owner of the property.

Related Policies

1. APL Rules of Conduct
2. APL Public Art Policy