



Bulletin Board, Exhibit and Display Policy

*Approved September 9, 2019
Updated October 13, 2025*

PURPOSE:

The Harlan Community Library is committed to following guidelines for display set out in the Library Bill of Rights written by the American Library Association. In particular, Article I of the Library Bill of Rights states, “Materials should not be excluded because of the origin, background or views of those contributing to their creation.” Article II of the Library Bill of Rights states, “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Article IV maintains that exhibit space should be made available “on an equitable basis, regardless of the beliefs of affiliations of individuals or groups requesting their use.”

SCOPE:

This policy applies to staff and patrons who create or enjoy displays at the Harlan Community Library.

POLICY:

- Selection of Displays
 - Library displays are planned, organized and/or implemented by library staff. Library staff use the following criteria in making decisions about display topics, materials and accompanying resources:
 - Community needs and interests
 - Availability of display space
 - Historical or educational significance
 - Connection to other community or national programs, exhibitions or events
 - Relation to library collection, resources, exhibits and programs
 - In addition, the library at times will draw upon other community resources in developing displays and exhibits, and may partner with other community agencies, organization, educational institutions or individuals to develop and present co-sponsored displays and exhibits.

- The library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests and other information needs. Library-initiated displays and exhibits should not exclude topics, books, media and other resources solely because they may be considered to be controversial.
- Acceptance of a display or exhibit topic by the library does not constitute an endorsement by the Harlan Community Library of the content of the display or exhibit or of the views expressed in materials on display.
- Library staff accept suggestions for display topics, but topic and material selection is at the discretion of the library staff, the Library Director or designee.
- Bulletin Boards
 - Within the library, only library-related signs, posters, or notices will be posted.
 - In the **vestibule**, a bulletin board is provided for posting activities and events of interest to the community sponsored by non-profit or city/government groups.
 - The bulletin board is not intended as a public forum or for items of a personal or commercial nature.
 - All notices will require a date to determine when they should be removed. No material will be posted for more than 30 days.
 - The library will post materials appropriate to the bulletin board's purpose on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting the posting.
 - Permitting the posting of any notices shall not be considered an endorsement by the Harlan Community Library or the City of Harlan of the activities being promoted or the group organizing them.
 - All materials must be evaluated for compliance under these guidelines and approved by the Library Director or his/her designee prior to distribution or posting. Unauthorized material may be discarded.
 - The Library Director or designee(s) retain the right to refuse any material for display and/or distribution even if it is within the guidelines. Basis for refusal may include size, content, appearance, or space limitations.