

Leavenworth Public Library

Public Display Policy

III. Public Display Areas (Amended 1/9/2020)

A. The following spaces are available for public displays:

- Two display cases at the entryway
- Artist of the Month space on the north wall of the main lobby
- No other space in the Library is available for public displays

B. Library use of public display space takes precedence over any other use.

C. Public displays are for educational, informational, artistic, charitable and cultural materials.

D. Each non-library public display can be scheduled for no more than one month and non-library users are limited to one display per calendar year.

E. Non-library users of public display space are responsible for installing and removing all material within two business days of the starting and ending dates of the approved request and providing all necessary supplies and equipment.

F. The library assumes no responsibility for the security, damage or theft of any non-library material on display.

G. Requesting use of entryway display cases:

1. Entryway display cases may be requested up to twelve months in advance.
2. A [Leavenworth Public Library Display Request](#) must be completed and submitted to the Library Director at least six weeks in advance of the display date requested.

H. Approval of public display requests for entryway display cases:

1. All requests are considered on a first-come, first-served basis.
2. The Library Director will review all requests and notify applicants and the Library Board of Trustees in a timely manner.
3. Displays will not be excluded due to the origin, background or views of those contributing to their creation. Displays will not be avoided based on anticipated disapproval. Approval of a display does not constitute endorsement by the Library.
4. Material that violates federal, state or local law, including but not limited to Kansas harmful to minors statutes, will not be permitted.
5. Material that endorses or advocates for or against political parties, candidates or ballot issues will not be permitted.
6. Material related to political parties, candidates or ballot issues will not be permitted 60 days before the date of any election.

7. Material that promotes a specific fundraising event or the purchase of products or services will not be permitted.
8. Denial of a public display request or display materials may be appealed to the Library Board of Trustees. A Public Participation Request form must be properly submitted.

I. Requesting use of Artist of the Month space on the north wall of the main lobby:

1. The Artist of the Month display is scheduled by the Leavenworth County Artists Association for a one-month period.
2. An [Artist of the Month](#) form must be filled out and submitted at the reference desk.
3. The artist is responsible for installing and removing all material in a timely manner and providing all necessary supplies and equipment.
4. Artists may include statements about their work and contact information but price tags or price lists are not permitted.
5. The library assumes no responsibility for the security, damage or theft of any art or related material on display.

IV. Distribution of Community Information (Amended 1/9/2020)

A. The following spaces are available for distribution of community information:

- 1 bulletin board near the main desk
- 2 brochure/pamphlet racks in the adult services area
- 1 brochure/pamphlet rack in the youth services area

B. Approval of community information for the bulletin board:

1. Library use of the bulletin board takes precedence over any other use.
2. The bulletin board is for educational, informational, artistic, charitable and cultural materials. All material must be initialed and dated by the Library Director, Assistant Director or Youth Services Supervisor. These Administrators have the authority to limit the size and/or number of items to be posted.
3. Material that is not approved will be removed.
4. Material will be posted for no more than thirty days.
5. Material that endorses or advocates for or against political parties, candidates or ballot issues will not be permitted.
6. Material from for-profit entities or individuals that promotes the purchase of products or services or events with associated costs will not be permitted.

C. Approval of community information for brochure/pamphlet racks:

1. Library use of brochure/pamphlet racks takes precedence over any other use.
2. All material must be approved by the Library Director, Assistant Director or Youth Services Supervisor. These Administrators have the authority to limit the size and/or number of items to be placed in racks.
3. Material that is not approved will be removed.
4. Material that violates federal, state or local law, including but not limited to Kansas harmful to minors statutes, will not be permitted.

5. Material that endorses or advocates for or against political parties, candidates or ballot issues will not be permitted.