



## **POLICY**

### **Library Displays and Handouts**

In the Palm Harbor Library, bulletin boards, tabletop displays, and the glass display cases are used almost exclusively for seasonal, thematic, or holiday displays created by the staff members. The purpose of these displays is to educate, inform, and entertain and should reflect a multicultural, diverse, and inclusive approach. At times, outside groups and individuals are invited to put displays in the library that might be of interest to library members and families. All displays are subject to approval by the relevant department head and/or the Library Director.

The Reference Department is responsible for the two glass enclosed bulletin boards located in the lobby. If someone is inquiring about posting, these guidelines are followed:

All items that are placed within the library's glass enclosed bulletin boards should:

- Advertise not-for-profit organizations (no business cards or for profit venues).
- All outside organization signs must be approved by the Library Director and will only be accepted if they are in the Palm Harbor fire district.
- Preference will be given to library events and Palm harbor area organizations.
- Only one flyer will be accepted per organization (not stacks or handouts).

For handouts to be given out at the library:

- Unless they are pre-approved through a partnership with the library, PPLC, or the county, we will only accept one handout. The person's contact information will be taken and given to the Library Director along with the handout for approval. The Director will notify the person if it is not approved or if they can bring in more handouts. The same guidelines apply to the handouts as items for the library bulletin board.

#### *The "Children's Museum" Concept*

Several permanent displays in the Children's Room reflect a "Children's Museum" concept, whereby people can come into the department to view all of the wonderful collections on display. These include insects, rocks, minerals, model ships and other replicas.

#### *Brochures, handouts, and advertising for Youth*

The Youth Services Department welcomes informational brochures from local non-profit organizations, agencies, and businesses that serve children and families. We will not display advertising for for-profit businesses since this might be deemed as tacit approval of these services and programs.