

Adopted August 13, 2019
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Carthage Public Library

Public Forum Areas

General Guidelines for All Public Forum Areas

1. As part of its public service and information mission, the Carthage Public Library makes available a browsing shelf for handouts, display and exhibit areas, and bulletin boards. The use of these areas is intended to increase public awareness of the range of information available in the Library collection and to make available information created by and of interest to the local community. When space is limited, preference is given to Carthage organizations.
2. Displays, exhibits, handouts, and materials posted on bulletin boards are covered by the intellectual freedom policy of the Library. Materials displayed or distributed in public forum areas may advocate a position, but the display and distribution do not constitute endorsement of the materials' content by the Library.
3. All handouts or materials for public forum areas must be evaluated for compliance with these guidelines and approved by the Library Director or his/her designee for distribution or posting. Unauthorized material may be discarded.
4. Materials approved for the public forum areas are stamped with the date of posting.
5. A disclaimer is displayed in all public forum areas stating that the availability of handouts/bulletins does not imply endorsement of the organization or its views by the Library.
6. Political campaign materials are not accepted for display or distribution.
7. The Library reserves the right to establish and amend further policies for public forum areas.

B. Browsing Shelf Guidelines

1. The Library reserves the right to limit quantities of materials accepted for handout. Items may be refused because of their size if at the time there is no available space for them.
2. The Library may provide display/exhibit space to individuals or community organizations engaged in educational, cultural or other not-for-profit activities on a space-available basis for specified time periods. Display space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting this service. The provision of display space and accepting items for display does not constitute or imply Library endorsement of the individual or organization submitting the item(s), or of the content or the viewpoints expressed

by those responsible for the exhibit. The library reserves the right to reclaim space for any reason.

3. Materials that have been on the browsing shelf and or bulletin board for more than four weeks may be removed to make room for newly submitted materials.

C. Public Bulletin Board Guidelines

1. All materials displayed are the responsibility of the individual or organization providing the material.

2. Materials may not advertise for-profit businesses or items for sale, nor include solicitations for donations to any group or organization, including non-profits. Any event which has an admission charge or entry fee must be sponsored by a non-profit organization and must use the proceeds from such event for its non-profit activities.

3. Items on the public bulletin boards are generally not displayed for more than four weeks. The Library may remove any materials that have been on display for more than four weeks or which are no longer timely.

4. Items for display must be tastefully done and subject matter should be suitable for viewing by the general public. The Library Director reserves the right to reject any materials which are unsuitable. Each display must be classified for an age appropriate group: Children, teens, or adults. No age-inappropriate materials in any form, as defined the library's collection development policy, will knowingly be displayed in the library in areas designated by the library as containing materials predominantly for minor children. The statement is required by 15CSR 30-220.015 Library Certification Requirement for the Protection of Minors, subsection (d).