

## Policy for Community Postings, Display Cases, and Artwork Exhibit Space

Carroll County Public Library (CCPL) provides opportunities for public posting as part of our mission to inspire, educate, and empower our community by offering opportunities for exploration, lifelong education, community engagement, and access to technology.

### Community Postings

The library provides opportunities for the distribution of community information through both location designated areas and online virtual spaces, including CCPL webpages and social media pages, as an extension of its information service. Community postings in both physical and virtual spaces will follow these priorities, as space permits:

#### Priority 1: Government agency information

We will post information from the following sources, regardless of content.

- Information from federal, state, county, or city governments.
- Information from agencies which receive a majority of their funding from government sources.

Such information can include position vacancy announcements from government offices; announcements of health screening services offered by the Health Department; and informational meetings.

#### Priority 2: Educational opportunities

We will post information regarding classes and other educational events. The classes must be offered in a group setting and open to the public, except for tutoring sessions.

- Organizations may charge a fee for these classes.
- Businesses **cannot** include advertisements about their services.

Information regarding special events sponsored by private or religious schools, such as open houses, is also acceptable.

#### Priority 3: Public events

We will post information regarding free and for-fee events which are open to the public.

Such information can include announcements of plays, concerts, or art exhibitions; and announcements of fairs and festivals, ranging from a local church festival to the state fair.

#### Priority 4: Other

We will post information on services provided by nonprofit organizations. Such information can include nonprofit membership recruitment, disaster relief efforts sponsored by churches, or announcements of volunteer/support needs, such as volunteer or blood donor recruitment.

**Library staff reserve the right to determine into which priority area any given item falls.**

Distribution of community information is one of many information services the CCPL provides. In making decisions about priorities:

- The library cannot post all information it receives.
- Locations will give priority to events or organizations based within Carroll County, and within that location's service area.
- Items on bulletin boards and in community pick up areas will be regularly weeded for timeliness and condition.
- All material will be reviewed by Communications, the Location Manager, or a designated staff member and, if approved, posted by library staff. All material must include the name, address, and telephone number of a contact person.
- The library collects and distributes information on many subjects, including day care centers, religious organizations, and political groups, through the online Directory of Community Services (<http://community.carr.org>).
- Signs may be posted on location bulletin boards directing customers to the Information Desk or the Directory of Community Services for such information.
  - Customers are encouraged to check with library staff and use the online Directory of Community Services to find additional community information.

Content which will *not* be posted in branch or online includes (but is not limited to):

- Campaign information encouraging the public to vote for a particular candidate or referendum item.
  - Announcements of events not open to the general public, such as fraternal club membership meetings.
  - Advertisements of businesses, products, and personal services.
  - Notices of job openings from organizations other than government or CCPL.
  - Notices from anonymous groups or individuals.
  - Spam or links to other sites.
  - Items not related to the library and its mission.
  - Material that advocates illegal activity.
  - Postings that include personal attacks or offensive and/or inflammatory language.
  - Infringements on copyrights or trademarks.
  - Confidential or private information.
- Those who are found to regularly post unapproved materials will be banned from future postings.

Carroll County Public Library has sole discretion in selecting content for any CCPL publication, website, or social media page including the ability to add, edit, or remove links, images, audio, video, documents, and text.

## Community Use of Display Cases and Artwork Exhibit Space

The purpose of Display Cases and Artwork Exhibit Space at Carroll County Public Library branches is to display creative works and collections of informational, historical, or cultural interest.

Artwork Exhibit Space helps local and regional artists expand their public exposure. Artwork Exhibit Space is not available at all branches nor is it available at all times.

A customer interested in developing a display for a Display Case or an Artwork Exhibit Space in a library location should fill out a [Display Case, Exhibits, and Artwork Application Form](#), which provides library staff with a description of the items proposed to be included.

CCPL has sole discretion in approving content for Display Cases and Artwork Exhibits. All displays and exhibits in the library are scheduled by staff.

Content which will *not* be included in a Community Display Case or Artwork Exhibit includes (but is not limited to):

- Campaign information encouraging the public to vote for a particular candidate or referendum item, except as it pertains to items of historical interest (ex. campaign buttons)
- Announcements of events not open to the general public, such as fraternal club membership meetings
- Advertisements of businesses, products, and personal services, except as it pertains to items of historical interest
- Notices of job openings from non-government or non-CCPL organizations
- Notices from anonymous groups or individuals
- Items not related to the library and its mission
- Material that advocates illegal activity
- Items that include personal attacks or offensive and/or inflammatory language
- Infringements on copyrights or trademarks
- Confidential or private information

When planning a Display Case or Artwork Exhibit application, please remember the following:

- Display Cases and Artwork Exhibit Space are not to be used for the promotion of an organization affiliated with a commercial enterprise, business, or political party.
- CCPL is not responsible for damage or loss of art work and property displayed on library premises. Although private property can be displayed, it will be at the owner's risk. For items of high value, the customer may want to consider obtaining additional personal insurance. No personal locks may be added to the display case. A customer providing items for a display is required to sign the [Display Case, Exhibits, and Artwork Application Form](#), which includes CCPL's Security Statement.
- The person providing the Display or Artwork Exhibit is responsible for the complete setup on the agreed-upon date. Set up includes labels, backdrop, fastenings, and other materials. The person providing the Display or Artwork Exhibit is also responsible for the complete removal on the agreed upon date.
- Displayed items should be clean and in good condition. Displays should reflect a well thought-out theme and finished product.
- Use of the children's Display Case (where available) is limited to children's use only. The only exception is for teachers who are reserving the case to display student work.
- A customer's name or organization must be placed with the display. Also, the application form asks if CCPL may share a customer's contact information with persons who inquire about the display.
- Any advertisement or promotion, including print or digital brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and phone number of the individual or organization sponsoring the display. The CCPL logo, website and phone number may not appear on the publicity. CCPL may not be identified or implied as a sponsor. All publicity material must include the following disclaimer: "Use of library display space does not constitute endorsement of this organization, this program or its content by the Carroll County Public Library."
- Prices may be placed with, or next to, exhibited artwork, along with name and contact information. Any

artwork sold is done so directly between the artist (the seller) and the buyer. CCPL does not sell or hold money related to sale of exhibited art.

*Adopted by the Carroll County Public Library Board of Trustees*

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