

## **Bulletin Boards, Exhibits and Placement/Distribution of Non-Library Material**

### **Policy Statement**

Sterling Municipal Library bulletin boards and exhibit spaces for the posting and display of materials, as well as areas such as literature racks and spaces on countertops and tables, for the passive distribution of materials related to programs, services and collections, are reserved for information sponsored by the Library and for official functions of the City of Baytown, Harris County, Chambers County, the State of Texas and the US Government.

The final decision regarding the posting, exhibiting, or distribution of materials is reserved for the City Librarian subject to appeal to the Library Board and will be made in accordance with Library Policy. Posting or exhibiting of information does not imply advocacy or endorsement by Sterling Municipal Library or the City of Baytown.

### **Rules**

1. Since space is limited, priority for posting and exhibiting will be given in the following order:
  - a) Materials regarding Library events, programs, and services;
  - b) Materials from the Friends of Sterling Municipal Library and the Library Advisory Board;
  - c) Materials from the City of Baytown and other government agencies; and
  - d) Materials from agencies in which the Library is in active collaboration.
2. All posting and placement of materials in distribution areas shall be done by personnel from Sterling Municipal Library according to Library procedure.
3. It is the responsibility of the exhibitor to set up and remove the exhibit. The Library will not provide any supplies or staff assistance in the setting up or removal of an exhibit. The library will not provide storage for the property of agencies or individuals displaying in the library. Items left beyond thirty (30) days will be discarded without notification to the agency.
4. Sterling Municipal Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed on display at Sterling Municipal Library are done so at the owner's risk.
5. Damages to Library premises, equipment or furnishings as a result of exhibitor use will be charged to the agency or individual responsible.
6. Display and exhibit areas are open to the public only during the regular open hours of the library, unless by special arrangement.

7. No organization or individual shall be permitted to place in the Library any box, receptacle, or canister which solicits donations unrelated to Sterling Municipal Library or the City of Baytown, Harris County, Chambers County, the State of Texas and the U.S. Government.
8. The sale of any item, ticket, or service unrelated to Sterling Municipal Library is prohibited.
9. Materials asking Library visitors to sign a petition or letter are not permitted on library property.
10. Materials that support or oppose any ballot measure or political candidate are not permitted. Official election information, such as Voters' Guide Pamphlets, is made available in the Library.