

Highland City Library: Exhibited, Posted and Distributed Materials Policy

The mission of the Highland City Library is, in part, to provide residents with access to information that educates, inspires, and entertains. The library meets that mission by providing residents with information that pertains to the library and city government by posting and distributing materials pertaining to those functions. Additionally, the library may post or distribute materials from other government agencies, library and literacy related events, or other information consistent with the mission of the library.

Posted Materials

When requests are made to post materials that are not consistent with the mission of the library, staff will advise the requestors of other resources that are available.

Any posted materials must be approved by the library director. Materials should be of suitable size, or in the case of handouts, suitable quantity. Materials will be posted no more than 30 days, or until the last day of the event. After 30 days, materials will be discarded. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution. Materials posted or left for free without authorization will be discarded.

Distributed Materials

Individuals may not distribute unauthorized materials in the library. Those doing so will be billed for the cost of removing or cleaning materials from the Library at a minimum of \$50.00.

Artwork

The library supports the display of artwork that stimulates the mind, enhances the community and surroundings, is intended for the enjoyment of library users, and meets the standards of the community using the following standards:

Art by Highland City residents will take precedence over non-resident art.

The Highland City Library will take reasonable care to protect art but assumes no liability for loss or damage that occurs in the library. The artist is responsible for insuring the art if they desire.

Temporary displays of art will be scheduled with the Library Director.

The artist is responsible for setting up and removing their art at the appropriate times.

The artist is responsible for providing signage to alert the public of the name of the art and artist and may include contact information but not pricing. Maximum size of signage may not exceed 3x5 inches.

Approved by the Highland City Library Board, December 10, 2008. Revisions approved by the Highland City Library Board November 16, 2011.