

PUBLIC BULLETIN BOARD & DISPLAY POLICIES

The Salem Public Library may allow other organizations to use display space in the library. Permission may be granted to other city departments or agencies, state and federal agencies, public & private non-profit, civic, cultural, intellectual, charitable or educational organizations.

The library has adopted the following guidelines:

DISPLAY CASES:

- The library seeks displays that are informative or educational, that present examples or hobbies or crafts, that tell about an organization's activities, or that highlight some aspect of life or history of the area.**
- The library director or a designee must approve of the concept of the display.**
- Display cases may be reserved on a first-come, first-serve basis. Cases may be reserved for one month, but may not be reserved more than 12 months in advance. They will not be reserved from one year to the next automatically.**
- Display cases will be kept locked but the library assumes no responsibility for the content of the cases.**

POSTERS & FLIERS:

- **The library will display posters & fliers for community events of an educational, cultural, or informational nature such as plays, concerts, classes, lectures, benefits, etc.**
- **Advertising for businesses or for-profit organizations is not permitted unless it is sponsoring an event to raise money for a non-profit or charitable organization.**
- **Advertising for individuals selling goods or services is not permitted.**
- **Posters are displayed only until the date of the event. Undated materials will be displayed for one month.**
- **Events or programs do not have to be free.**

NEWSLETTERS & PAMPHLETS:

- **Newsletters & pamphlets which are from organizations & groups which meets the above criteria may be displayed by the library.**
- **The library will set aside a designated area for such materials. Only library materials are displayed at the circulation or reference desks.**
- **The library may only accept one copy for display. These will be displayed for one month or until a new copy is received.**