



Charitable Collections, Community Bulletin Board, and Display Policy

Purpose

The Nippersink Public Library District (“Library”) provides limited opportunities for local organizations and community members to share information, exhibit materials, or request donations for charitable causes. These activities align with the Library’s mission to serve as a community information and cultural resource while ensuring that Library spaces remain safe, inclusive, and conducive to learning.

Policy Statement

This policy governs the dissemination of information, charitable solicitations, and public displays on Library property by individuals or organizations other than the Library and its staff or contractors.

The Library is not a public forum except for specifically designated limited public forum areas within Library-owned indoor and outdoor spaces. Activities within these areas are subject to time, place, and manner restrictions necessary to maintain order, safety, and equitable access for all patrons, including minors.

The presence of any posting, collection, or display does not constitute Library endorsement of its sponsor, viewpoint, or content.

Charitable Collections

As a community service, the Library provides designated space for local non-profit organizations to request donations of items for charitable purposes.

Procedures

1. Requests to collect items for charity must be submitted via a Collection Box Application.
2. Requests should be directed to the Adult Services and Circulation Manager or designee. Any handouts accompanying the display must be attached to the completed application.
3. Displays must meet the criteria outlined in this policy.
4. The contact person is responsible for regularly emptying the collection bin.
5. Organizations may state that the Library is a collection point but may not imply Library sponsorship or endorsement.
6. Only one collection will be permitted at a time, and collections may last no longer than 30 days. Organizations may not schedule back-to-back collection months.
7. Library-sponsored collections receive top priority, followed by collections supporting local educational and cultural projects.
8. The location of the collection bin is determined by Library staff and may be adjusted as needed.
9. Food collections must consist of shelf-stable, unopened, and unexpired items.



10. Monetary collections are not permitted.
11. The Library is not responsible for the security of the collection box beyond general surveillance.
12. Collection boxes and their contents not retrieved within five working days after the collection ends will become property of the Library.

Community Bulletin Boards

The Library provides limited public forum space for individuals, groups, and non-commercial organizations to temporarily post, display, or distribute materials of local civic, cultural, educational, or public informational interest. Personal postings and materials promoting for-profit businesses are not permitted.

The presence of a posting or display does not constitute Library endorsement. The Library provides designated bulletin board space in each department to share community information. Due to limited resources and the presence of minors, the dissemination of such information is managed according to time, place, and manner regulations. The Library does not provide digital postings or online distribution of community materials.

Permitted Materials

1. Information and events from the Village of Richmond, Village of Spring Grove, and other local government entities.
2. Events and announcements from non-profit organizations serving the Nippersink Public Library District.
3. Local items of interest that are not of a commercial nature.

Editorial content, including opinions or endorsements, is not permitted. Materials from for-profit organizations are generally not accepted, except for community newspapers distributed free of charge. Business announcements, garage sale notices, lost pet postings, and similar personal advertisements are not accepted. Library-sponsored activities take priority when space is limited.

Procedures

1. Only materials meeting the above criteria will be considered for display.
2. Items should be forwarded to the Adult Services and Circulation Manager or designee for approval.
3. Materials submitted for posting become property of the Library and will not be returned.
4. If approval is uncertain, the Adult Services and Circulation Manager will forward the item to the Library Director for final determination.
5. Approved materials will be posted at the discretion of Library staff.



6. Posters and handouts must be of professional quality, clean, and legible. Materials larger than 11x17 inches may not be accepted. Damaged or excess copies may be removed.
7. Items will be displayed for no more than 30 days and may be removed earlier at the Library's discretion.
8. All postings must include the disclaimer: *"Nippersink Public Library District provides community posting space as a service. The Library neither sponsors nor endorses the content of this posting."*

Display Cases

The Library's display cases serve to present educational, cultural, and informational exhibits that align with the Library's mission. The Library retains the right to select exhibits at its sole discretion and does not consider the display cases to be public forums.

Criteria for Display Selection

- Community needs and interests
- Availability of display space
- Historical, cultural, or educational significance
- Connection to community or national programs and events
- Relation to Library collections, resources, exhibits, and programs

The Library may co-sponsor displays with community agencies, organizations, or educational institutions.

Procedures

1. A Display Case Reservation and Agreement Form must be completed and signed before use.
2. Permission to display does not constitute Library endorsement of the exhibit's content.
3. The Library assumes no responsibility for the loss, damage, or security of displayed items. Exhibitors display items at their own risk.
4. Exhibitors are responsible for installing and removing their display materials.
5. Display cases may not be used for:
 - Partisan political advocacy, including promotion of candidates, parties, rallies, or referenda
 - Religious or philosophical advocacy
 - Personal or family interests
 - Promotion of for-profit businesses
 - Material that is obscene, defamatory, invasive of privacy, or incites violence
 - Content that violates local, state, or federal laws, including copyright regulations



6. The Library does not facilitate the sale of exhibited items. No pricing or sales information may be displayed, though exhibitors may provide contact details.
7. The Library Director or designee will make final determinations regarding display appropriateness.
8. The Library reserves the right to enhance displays with Library materials as deemed appropriate.
9. Groups may not reassign use of the display case, and exhibits must match the approved application.
10. No hardware or materials may be used that could damage Library property. Any damage incurred will be the responsibility of the exhibitor.
11. Display cases must be returned to their original condition after use. Shelves may not be adjusted or removed.
12. Library-sponsored displays receive priority.
13. Exhibits generally remain in the display case for one calendar month. Groups may not reserve consecutive months.
14. All displays must include the disclaimer: *“Nippersink Public Library District provides display space as a community service. The Library neither sponsors nor endorses the content of this display.”*

Intellectual Freedom and Censorship

The Library upholds the right of individuals to access information on all sides of potentially controversial issues, enabling them to form their own opinions based on diverse perspectives.

The Library has a responsibility to protect the rights of all patrons. Displays that may be considered frank or offensive to some are permitted if they adhere to this policy and contribute to the furtherance of the Library’s mission. Only parents and legal guardians have the right and responsibility to restrict their children’s access to Library resources. The display of materials is not restricted based on the possibility that particular works may inadvertently be seen by or come into the possession of children and young adults.

Labels will be provided only as viewpoint-neutral directional aids to assist users in locating materials. Library materials are displayed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

The American Library Association’s Library Bill of Rights, Freedom to Read, and Freedom to View statements are fundamental to this policy.