

Greenfield Public Library

Display, Exhibits, Programming Policy

The Greenfield Public Library welcomes displays, exhibits, and programs in the library building under the following conditions:

Displays and Exhibits:

- Displays and exhibits must be of general interest and open to the public. Commercial exhibits and displays are not accepted unless they are of a general educational nature.
- Individuals responsible for the display will arrange their own materials under the general supervision of the library staff, furnish their own equipment necessary for display and be responsible for any damage to library property.
- The Library can provide tables, seating, and some electronic necessities, as needed, subject to approval by the Library Director.
- Individuals, organizations, and groups placing materials on exhibit or display must agree to assume all risk for articles being shown and sign a "Waiver of Liability for Personal Property Damage or Loss" form.
- No organization or individual shall be permitted to place in the library a flier, box, receptacle, or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or service sold by an individual, commercial or charitable enterprise.
- Permission for displays and exhibits, lengths of time, hours for viewing and any other regulations necessary, is to be obtained from the Library Director.
- No pamphlets, fliers, or posters advertising political agendas, or any type of campaign signs will be allowed to be displayed on Library property.
 - Iowa Code 68A.406, 2a. 1.

Programs:

- Library-sponsored programs led by staff are not used for commercial, religious or politically partisan purposes.
- Non-staff individuals may lead library-sponsored programs, upon Director discretion, but may not use the forum for solicitation of business.
 - However, with Director approval, outside speakers at library-sponsored programs may be allowed to sell books or other items related to their programs to those in attendance.
- Although these programs are public, the identity of individuals attending library programs is kept private by staff.
- All public programs or meetings which take place at the library must be open to public participation and free; no admission or participation fees can be charged, though a fee to cover materials may be asked for library-sponsored programs. Freewill donations may be accepted by presenters and presenting organizations, but amounts cannot be suggested, nor can donating be compulsory or a requirement for attendance or participation.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration

- Programs designed for a general audience have no age restrictions. Programs designed for specific audiences may have attendance restrictions or requirements based on age.
 - No adult not accompanying a minor attendee may attend Youth Services-sponsored programs, without the express, advance permission of the library director.
 - Some library programs may involve the discussion or viewing of mature subject matter and the library reserves the right to designate and publish, or allow presenters to designate and publish, a minimum attendance age for unaccompanied minors (it is the sole responsibility of parents or legal guardians to guide their children's use of the Library and its resources and services).
- The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series and does not proscribe or cancel a program because an individual or group may find the content objectionable.
- The library will eject or deny program attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library Conduct Policy.
- The Greenfield Public Library will provide outreach programming to groups in the library service area. Outreach programming will be provided for community agencies and groups provided they have a demonstrable educational focus. Included are schools, churches, service clubs, scout troops, daycares, senior living facilities, etc. NOT included are individual private playgroups, private homes, etc. (except in the case of homebound delivery).

Any advertisement for displays, exhibits, events, or programs on library premises or elsewhere must be pre-approved by the Library Director prior to display on or in the library.

As in the case of collection development and materials selection, the final decision on the suitability of program content and presenters/presenting organizations will be made by the library director, subject to review by the Library Board of Trustees.

NOTE: The Library recognizes that not all programs will be of interest or suitable for all users. Library sponsorship of a program, display, or exhibit does not constitute or imply endorsement of the content of the program, or the views expressed by presenters or other participants.

Approved 1/8/2019

Amended 8/8/2023