

# Library Displays Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

## POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

As part of its public service, the Baldwin Public Library (BPL) provides designated areas for displays and handouts. BPL retains priority rights to all display space for library purposes. Displays, handouts and announcements must be approved by the Library Director or appointed designee(s) before being posted. These items will be placed in the literature rack or on bulletin boards as determined by BPL staff. Priority consideration will be given to organizations based in BPL's service district.

All materials displayed or left at BPL are subject to the following conditions:

- Any request for posting of literature must be delivered to BPL Administration and receive administrative approval before display. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group. The fact that an organization or person is permitted the use of a BPL display space does not in any way constitute an endorsement by BPL of their policies or beliefs.
- The time, extent, content and manner of display will be limited to designated areas.
- There will be full compliance with [City of Birmingham Code, Article IV, Section 26-111 through 26-138](#).
- Information about non-profit civic, educational, cultural, and community programs or events may be displayed.
- Materials will be discarded or recycled after their use at BPL. Due to limited distribution and storage capacity, excess quantities will be discarded immediately. A 6 inch or shorter stack of materials is the maximum height of literature that will be accepted.
- Prior posting of an item by an organization is not a guarantee for ongoing posting for similar or additional items.
- Unapproved materials will be discarded at BPL's discretion.