

Policy Section	7.00
Number	7.01
<i>Effective</i>	02-14-2013
<i>Revised</i>	11-03-2016

Bulletin Boards and Displays

Bulletin Boards, Postings, and Special Use of the Premises

Posting material to Library bulletin boards for certain public announcements and requests for special use of the Library and grounds are subject to the following guidelines:

1. Posters, notices, and material for distribution must be submitted to staff for approval and posting. Nothing may be posted or removed from bulletin boards or anywhere on the premises except by staff. Items may not be posted earlier than 60 days prior to an event.
2. Under no circumstances will non-library related postings, announcements, or items for distribution be allowed on windows, foyer entrances, tables, in or on work areas, public restrooms, on the outside of the building, or on the grounds unless prior arrangement has been made with the staff.
3. Items will be date-stamped by the staff prior to posting and will be removed by staff immediately following the event advertised or 30 days after posting if no specific is listed.
4. Items removed from bulletin boards or items that have not been approved for posting/distribution will be discarded.
5. Announcements or materials must be of a non-commercial, non-political, and non-religious nature.
6. Individuals, non-City entities, or a group not participating in a partnership event with the Library or a Library Concessionaire are strictly forbidden to distribute advertising, literature, circulate or post petitions, or solicit funds for any purpose in the Library or on the grounds.
7. Non-Library sale items anywhere on Library grounds is allowed only with the permission of the Library Board of Trustees. Under limited circumstances, the Library may act as an agent to sell materials, if approved by the Board. The primary determining factor in allowing sales or acting as the agent for sales will be whether the Library is a beneficiary of the sale.
8. Posting of notices and distribution of material does not imply endorsement by the Library.

Policy Section	7.00
<i>Number</i>	<i>7.02</i>
<i>Effective</i>	<i>10-05-1996</i>
<i>Revised</i>	<i>11-03-2016</i>

Displays

The Library will consider requests from individuals, organizations, and businesses to exhibit displays and post advertisements or brochures of a non-commercial, non-political, and non-religious nature. Anyone wishing to use the Library for this purpose must receive the permission of the Director and/or Board of Trustees prior to the scheduled showing or event. In all instances, the Library reserves the right to refuse any materials for exhibit, display, or posting. It is the policy of the Library not to advertise commercial endeavors unless the Library is a beneficiary of those endeavors. The Library is not responsible for loss of damage to items.

The Board hereby defines the conditions under which items may be accepted for display or posting in the Library:

1. Director or designee will determine suitability of an item or items based on space/facilities available and objectives of the Library.
2. Display items are accepted for a limited amount of time and will generally not exceed 30 days unless previously approval has been given.
3. Exhibitors are advised to carry their own insurance. No liability for loss of, or damage to, display items is assumed by either the Library or by the City of Mountain Home.
4. In the event display material is not reclaimed within 2 weeks after the end date of the display, a certified letter will be sent to the exhibitor allowing 30 days to pick up items. After that time the Library will make every effort to sell and/or dispose of the property in accordance with applicable Idaho law.
5. The display application form (Exhibit 7.02a), clearing stating the duration of the display and its terms, will be completed and signed in every case and must be on file in the Library Administration office before displays will be approved.



Policy Section	7.00
<i>Number</i>	<i>7.02</i>
<i>Effective</i>	<i>10-05-1996</i>
<i>Revised</i>	<i>11-03-2016</i>

Loaned Object Display Agreement

LOANED OBJECT DISPLAY AGREEMENT – Loan Agreement between the Mountain Home Public Library and:

Owner: _____

Address: _____

Telephone: _____

Description of objects loaned for display or exhibition (quantity, appearance, condition):

Lent to the Library on: _____

Date to be picked up: _____

Owner’s estimated value of loaned object(s): _____

Owner’s insurance carrier and policy number: _____

I, _____, hold, covenant and agree to indemnify, save and hold harmless the City of Mountain Home and Mountain Home Public Library from and against any and all loss, damage, injury, liability and claims for loss, damages or injuries to persons or property or loaned objects(s) arising out of the loan of the above-described object(s) Mountain Home Public Library for display or special exhibit purposes. If I have not physically reclaimed the loaned object(s) from Mountain Home Public Library by the date specified on this loan form, I understand the City of Mountain Home and/or Mountain Home Public Library may sell or otherwise dispose of the loaned object(s) or transfer said object(s) to another entity in accordance with applicable Idaho law. Whatever monies or other consideration the City of Mountain Home or Mountain Home Public Library has received upon sale or disposition of the loaned object may, after being held in trust of a period of six (6) months, be deemed a gift to the Mountain Home Public Library, free and clear of any claim on the part of the owner.

By executing this document, I agree to the terms stipulated above and hereby certify and swear that I am the owner of the loaned object(s) or the owner’s duly authorized representative and that I am authorized to execute this document and enter into and bind the owner to the obligations cited herein.

Signed and effective this _____ day of _____, 20__:

Owner or Owner’s Authorized Representative

Mtn. Home Public Library Representative