

CATEGORY:	EXTERNAL
POLICY TITLE:	Display Areas Policy
FIRST ADOPTED:	March 27, 1997
REVISED and ACCEPTED:	May 22, 2003; June 22, 2017, June 27, 2024; December 8, 2025
EFFECTIVE as of:	December 8, 2025
APPLICATION:	Patrons
RESPONSIBILITY:	Director and staff

Display Areas Policy

The primary purpose of the bulletin boards, pamphlet racks, and other display areas is to promote Library services and programs, with a secondary purpose of fulfilling the Library's role as a source of community information. Display of information does not indicate Library endorsement and is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations that generate such information.

1. Materials to be displayed must be submitted to the Director or designee for consideration. Notices posted without authorization may be removed at the Library's discretion.

2. Display areas are available according to the following priorities:

- Town of Kirkland legal or government notices
- Town of Kirkland non-profit organizations, clubs, schools
- Town of Kirkland business special events
- Libraries in the Mid York Library System
- Area non-profit organizations and clubs
- Information from outside the local area that might be of interest to the community

3. Due to space limitations and in fairness to all community groups, the Library reserves the right to:

- restrict the size, number, and location of display materials
- determine the organization of information
- limit the frequency with which notices may be posted by the same organization
- determine the time span during which materials are displayed

4. Postings shall have a name and contact information of the sponsoring agency and/or its authorized representative.

5. The Library assumes no responsibility for the preservation or protection of materials.

6. No organization or individual is permitted to place anything outside on Library property.
7. No organization or individual shall be permitted to place any receptacle on Library grounds which solicits goods or donations except with the permission of the Director.
8. Material promoting personal or commercial products or services may be displayed in a manner determined by the Library.
9. The following materials will not be accepted for posting:
 - Those which endorse or oppose the election of any candidate for public office
 - Those which advocate any affirmative or negative vote on any federal, state or local legislation, or other partisan advocacy
 - Petitions
 - Surveys, with the exception of educational projects with the approval of the Director
10. Failure to comply with this policy may result in denial of privileges.