

Jefferson County Public Library Public Use of Library Display Spaces Rules

1. All Library locations provide limited public display spaces that may include: distribution racks for free publications, bulletin boards for posted information, display and exhibit spaces.
2. Agencies and individuals interested in providing materials for any of these spaces must comply with Library processes and procedures.
 - Distribution – Agencies or organizations interested in distributing their publications in JCPL libraries must contact individual locations and provide a preview copy for review. An agency contact name, telephone number, along with publication and distribution dates, must accompany the publications. The Library Manager will review the publication to determine the appropriateness of adding the item.
 - Bulletin Boards - Agencies or organizations interested in displaying their materials on public bulletin boards must leave the item for the Library Manager to review. Items determined to be appropriate will be posted for up to one month.
 - Special Displays or Exhibits – Agencies or organizations interested in providing a display must work with the Library Manager or designee to determine the location and scheduling of approved exhibits.
 - Art Displays – Agencies, organizations or individuals will work with the local Library representative to determine space and scheduling needs. Any art display will be considered a temporary loan and the appropriate form(s) need to be completed.
 - Political Campaign Literature – Organizations or individuals can only display campaign literature in a designated location one month preceding an election. If space is an issue or concern, materials on state and local candidates and issues will have priority. The library will take no responsibility for acquiring materials, replacing them, or seeing that all candidates and issues are represented.
3. Requests for reconsideration of materials that are rejected should be made to the Library Manager.