

POLICY ON USE OF DISPLAY CASES AND BULLETIN BOARDS
Moore Memorial Public Library
(approved by the Texas City Commission on Nov. 18, 2009)

Moore Memorial Public Library has several display cases at the main entrance to the library. Use of these display cases is primarily for library or library-sponsored program use. At the discretion of the Library Director, the display cases may be made available for exhibits of cultural, artistic or educational use for the community.

Exhibits and displays must focus on being informative to library patrons, and may not espouse personal or partisan opinions or viewpoints. Display space is not available to promote business services or products, nor for political purposes or religious proselytizing.

Exhibits and displays do not imply endorsement by either Moore Memorial Public Library or the City of Texas City. Acceptance of an exhibit/display will be made by the Library Director on the basis of such factors as historical significance of items, educational content, overall community interest, quality and uniqueness of display items, dates of previous displays on similar topics or by the same sponsor, cultural significance, or special needs associated with the exhibit. Exhibits and displays will be viewed by all visitors who enter the library facilities, and must, therefore, meet "a standard acceptable to the community." Exhibitors may not list the Moore Memorial Public Library as sponsor or co-sponsor unless authorized by the Library Director.

Exhibits and displays normally run for one calendar month. Exhibitors are responsible for setting up their exhibits on the first day of the month, and must provide their own supplies. No permanent modification to the display cases will be allowed. Exhibitors must remove all items in the display cases by the last day of the month during library open hours. The library can not store display materials. All exhibits and displays not prepared by library staff must contain the name of the sponsoring organization.

Neither Moore Memorial Public Library nor the City of Texas City assumes liability for loss, theft or damage of materials, equipment or any other items used in a display. The Library reserves the right to remove exhibits and displays at anytime, and may cancel or suspend a display if the facilities are needed for library purposes.

BULLETIN BOARDS

Bulletin board space is first given to Moore Memorial Public Library notices and those of the City of Texas City. If extra space is available, bulletin board space may be made available to non-profit organizations engaged in promoting educational activities, cultural opportunities or fundraising activities. Public interest notices may also be posted.

All materials to be posted on the bulletin board must first be approved by the Library Director. Organizations or individuals are not permitted to post or display any materials which advocate the election or defeat of a candidate for public office, or which advocate affirmative or negative responses concerning any political proposition.

Printed materials will generally be removed after the event has taken place, or within 30 days of the initial posting, whichever is sooner. If space is needed for other

postings, materials previously posted may be removed at the discretion of the Library Director.

No organization or individual is guaranteed space on the library bulletin boards.

The Director of Library Services or his/her designee reserves the right to make changes to any library policy or procedures as the need arises for health, safety and public interest concerns.