



## ONTARIO CITY LIBRARY COMMUNITY DISPLAY POLICY

A community display is defined as materials such as handouts, flyers, and posters offered to the library for posting. Posting of community display materials does not constitute an endorsement of the topics or organizations displayed.

Designated display areas in the library are reserved for information about civic, cultural, educational, and recreational programs likely to interest the community, aligning with the library's mission, vision, and values. Priority is given to community partners who provide programs and services to the library.

Community displays in other service areas such as desks, study tables, walls, windows, doors, and shelving end panels are reserved for the library, other city departments, and 501(c)(3) partners who provide programs or services for the library.

Display materials from groups that do not align with the library's mission, vision, and values (<https://www.ontarioca.gov/Library>) and are not government agencies, educational institutions, 501(c)(3) nonprofit organizations, or library partners will not be considered.

All display materials must receive approval before display, signified by authorized staff initialing and dating a file copy of the material.

The library reserves the right to accept a single item for display. Multiple copies of display material may be accepted at the library's discretion. The library also reserves the right to refuse materials that are difficult to display or take up disproportionate space.

Authorized library staff members have the sole responsibility for the selection, development, and placement of community display materials, as well as to determine the length of time materials remain on display. In the event an "unapproved" item is discovered on display, at the discretion of the library the item may be discarded without notice.

The Library Director or designee is responsible for the application of the Community Display Policy and the acceptance or rejection of materials for display.

*Adopted by the Ontario City Library Board of Trustees  
June 11, 2024*