

PUBLIC FORUM AREAS

(Adopted by the Board of Trustees of the University City Public Library, January 1998)

General Guidelines for All Public Forum Areas

1. As part of its public service and information mission, the University City Public Library makes available browsing area for handouts; a magazine exchange area; display and exhibit areas; and bulletin boards. The use of these areas is intended to make available information created by and of interest to the local community. When space is limited, preference is given to University City organizations.
2. Displays, exhibits, handouts, and materials posted on bulletin boards are covered by the intellectual freedom policies of the library. Materials displayed or distributed in public forum areas may advocate a position, but the display and distribution do not constitute endorsement of the materials' content by the library or the City of University City.
3. All handouts or materials for public forum areas must be evaluated for compliance with these guidelines and approved by a professional librarian on staff, in consultation with the Library Director when necessary. Unauthorized material may be discarded.
4. Materials in the public forum areas can not be kept and returned to the individual or organization providing them. The library reserves the right to discard materials which are no longer timely.
5. Political campaign materials will not be accepted for display or distribution.
6. This policy is posted in the public forum areas.

Browsing area guidelines

1. The library reserves the right to limit quantities of materials accepted for handout. Items may be refused because of their size if at the time there is no available space for them.
2. Handouts of for-profit groups, companies and organizations, and handouts of an individual, are generally not accepted. Possible exceptions might include community newspapers produced by for-profit organizations but distributed free of charge.
3. Materials that have been on the browsing shelf for more than two weeks or which have become out-of-date may be removed to make room for more recently submitted materials.
4. Periodicals donated to the magazine exchange should be of reasonable interest to the general public. Highly technical journals, outdated advertising catalogs, and newspapers should not be left. Please remove periodicals from bags or boxes and place them neatly in this area.

Public bulletin board guidelines

1. Notices should be of general interest to the public, such as concerts, plays, and community events. Business announcements of for-profit groups, companies and organizations, and notices of garage sales, lost animals, etc., are generally not accepted. One bulletin board is reserved for notices from the library, the City of University City, and the University City Board of Education.
2. Items on the public bulletin board are generally not displayed for more than two to three weeks. The library may remove and discard any notices that have been on display for more than two weeks or which are no longer timely.

Display and exhibit guidelines

1. Exhibits must be scheduled through the Library Director or a designated staff member. Exhibits may be shown subject to the time, place, and manner determined by the library. Displays may be exhibited no longer than four weeks.
2. Library sponsored exhibits, including those of the Friends of the Library, the School District of University

City, and the Historical Society of University City, shall receive first priority. Space in THE GALLERY is reserved for juried art exhibits during the months of September through March.

3. Commercial exhibits are not accepted.
4. No exhibit shall interfere with the operation of the library or pose a physical hazard to library patrons or staff.