



**MAMIE DOUD EISENHOWER PUBLIC LIBRARY
City and County of Broomfield**

**POLICY FOR THE USE OF PUBLIC AREA
DISPLAYS, EXHIBITS, BULLETIN BOARDS, & LITERATURE RACKS**

Purpose: As part of its community outreach service, The MDE Public Library posts and distributes announcements of local government issues and events, cultural, educational and recreational community events, and other programs that directly impact or benefit the Broomfield community.

- A. All advertised events must be open to the public, regardless of where the event is held.
- B. The fact that a group/individual is allowed to post/distribute materials in the Library does not in any way constitute an endorsement of the group's policies or beliefs by the MDE Public Library or the City and County of Broomfield.
- C. No material will be posted or distributed that promotes discrimination against any person on the basis of race, color, religion, sex, national origin, age, marital status, or disability.
- D. Display space in the library is available in order of priority as follows:
 - Library, Friends of the Library, & Library Foundation events
 - City and County of Broomfield sponsored or funded events
 - Events sponsored by a local Broomfield group
 - Events sponsored by SCFD funded organizations
 - Events sponsored by a regional group
 - Events sponsored by other groups
- E. Preference is given to posters/announcements that are 8.5" x 11" or smaller. Larger signs are posted space permitting.
- F. All posters/announcements are confined to available bulletin board or display rack space. NO notices are attached to the walls in the building.
- G. The library will make available information on political issues and candidates in the Reference Department. This information is for the use of the public to help make an informed decision. The library will NOT post or distribute anything on the library bulletin boards or in literature racks that supports or opposes a specific candidate(s) or political issue(s).
- H. Individuals/representatives from City and County Departments or local organizations may set up displays/exhibits in the library with advance approval as long as the display or exhibit content falls within the guidelines of this policy.
- I. All material to be posted/distributed/exhibited must be approved by the library director or her/his designee as meeting the criteria of this policy.
- J. Materials to be posted/distributed may be posted only by library personnel. Unapproved materials will be removed.