Public Signage and Display Policy

I. Purpose

A. The Mount Prospect Public Library provides the opportunity for individuals and not-for-profit organizations to temporarily post or display items in designated areas. This policy governs the posting and display of information or items by individuals, groups, or organizations not affiliated with the library, subject to the time, place, and manner rules outlined here.

II. General Public Display Guidelines

A. The public availability of displays and bulletin boards at the library is guided by the American Library Association's Library Bill of Rights. Space will be made available on an equitable basis regardless of the beliefs or affiliations of individuals, groups, or organizations and posted materials will not be proscribed or removed because of partisan or doctrinal disapproval.

B. The library does not endorse the beliefs or viewpoints of the topics which may be the subject of bulletin boards or displays. The library does not accept responsibility for ensuring that all points of view are represented in a single display.

C. The library reserves the right to determine at its sole discretion what materials will be displayed or posted as well as scheduling, duration, and assignment of spaces. The library reserves the right to review all materials in advance.

D. All items posted or displayed must be of community wide interest and compatible with library usage. Individuals, groups, or organizations based in Mount Prospect will be given priority.

E. Commercial or for-profit information will not be posted or displayed. Displays are not to be used for the sale of merchandise or services or to solicit donations.

F. The library does not post materials urging support of or opposition to candidates for office or to issues on the ballot.

G. The library does not take responsibility nor assume liability for materials posted or displayed. The library will not be liable for loss, theft, or damage.

III. Bulletin Boards and Display Walls

A. The purpose of the library’s bulletin boards and display walls is to provide a place to post local, regional, and community information. Individuals, groups, or organizations based in Mount Prospect will be given priority.

B. The Youth display wall and bulletin boards may be used to post creative works by students or children ages 11 and under.

C. Library bulletin boards and display walls are the domain of the library. The library has sole discretion for what is posted and for how long.

D. Materials will be posted only if space allows and may be limited by size.

E. Materials posted must be approved by the library and will be posted by library staff only. Unapproved materials will be removed.

IV. Display Cases

A. The purpose of providing display cases is to allow not-for-profit individuals, groups, or organizations to display items or information of artistic, educational, informational, or cultural value to the community at large.
B. There are a limited number of display cases available for public use. The library reserves the right to use one or more cases for library use, and to reschedule any outside booking if the library needs to use a reserved case.
C. Display materials may be disposed of if not claimed within 30 days.
D. Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

V. Exhibits

A. The library has very limited open floor space and therefore does not allow individuals, groups, or organizations to stage freestanding exhibits.

VI. Exterior Signage and Displays

A. The library's exterior signage and displays are not available for public use.
B. The electronic promotional sign located on library property at Main Street and Central Road is reserved solely for the library to share information about library services, events, and activities.

Revision History
This policy incorporates and replaces the previous Bulletin Boards and Youth Display Wall, Display Case Policy, Exhibit Policy, and Public Sign Policy. Approved 09/18/2025.