



**Dauphin County Library System
POLICY ON POSTINGS, HANDOUTS & EXTERIOR SIGNS
Board Approved: 3/17/2015**

PURPOSE:

The Dauphin County Library System maintains bulletin boards and brochure racks for the purpose of disseminating library, government, community and public service information of educational or cultural interest. Display of signs on library property is not permitted except by the library, Friends of the library or during primary or general elections on library property that is designated as a polling location. Display of such items does not constitute DCLS endorsement of the items' content.

The Library supports the Library Bill of Rights: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

PRIORITIES AND GUIDELINES:

Interior space

Due to limited display space, priority is given to announcements and publications of the following:

1. Dauphin County Library System, and their Friends of the Library groups
2. Capital Area Library District Libraries and other area libraries
3. State, Dauphin County, and local government
4. Educational, cultural, civic, and recreational organizations of Dauphin County

The following types of items will not be accepted:

1. Materials devoted solely to commercial products or services for profit-making businesses, with exceptions made for announcements of educational or cultural opportunities.
2. Petitions for public signature from outside organizations.

PROCEDURES:

1. All notices, posters and literature must be approved before display. Library staff have the responsibility for approval or disapproval. Approved items for posting will be imprinted with a Dauphin County Library System stamp and dated before they are displayed.
2. Due to limited space for materials, bulletin board and pamphlet racks may be cleared weekly to allow new materials to be displayed. Staff may discard items not approved for placement, outdated materials, and excess copies of any items received.
3. The library does not assume responsibility for items damaged or stolen.

Exterior spaces

Signage, posters, yard signs other than those of DCLS and their Friends of the Library groups are not permitted to be placed on library property. The only exception is political signs at libraries that are considered official polling places.

Procedures:

1. Election signs must comply with relevant state/local laws governing such materials.
2. Election signs promoting a candidate or promoting or opposing a ballot issue may be placed on any library property acting as a polling place no sooner than 12 hours prior to the start of the election and must be removed 1 hour after the close of the election.
3. Signs must be placed at least 25 feet from the library building's outer door closest to the polling place. Signs must be placed only in grass covered areas.
4. Signs placed on library property prior to the day of election will be removed and stored at the library up to the close of the election process.
5. Signs remaining at the library will be discarded after the close of elections.

APPEAL:

Refusal to post, display, or distribute materials may be appealed by putting a request in writing within thirty (30) days to the Executive Director. The Executive Director will respond within thirty (30) days. If request to post, display, or distribute is denied by the Executive Director, an additional appeal may be made to the Board of Trustees of the Dauphin County Library System within thirty (30) days of receipt of the refusal. The Board will respond with a final decision within thirty (30) days.

APPROVED:

Dauphin County Board of Trustees,