

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: DISPLAYS, POSTERS AND ANNOUNCEMENTS

Purpose: To promote the library's role as a forum for information, free thought and communication in the community.

Procedure:

1. The Ottumwa Public Library will, at its discretion, exhibit displays and posters or announcements that have been submitted by community groups.
2. Only materials of community, national or world interest will be considered.
3. Materials that are accepted shall be representative of the library's collection or its broader goals as a source of information, education and recreation.
4. Posters, notices and material to be posted should be submitted to a staff person. Nothing may be posted or removed from the bulletin boards except by authorized library personnel.
5. The library retains, at all times, the right to accept or reject, for any reason, any or all materials submitted for display.

Date Revised: 10 November 2008

By: Ottumwa Public Library Board of Trustees