Chelsea District Library
Policy and Procedure

Policy Section: 4. Facility and Equipment
Approved: October 19, 1998
Revised: 10/15/02, 01/20/04, 4/19/16, 8/19/2025, 10/20/2026

Subject: 422 Displays and Signage Policy:

Background:
Chelsea District Library is a limited public forum, designed to support the cultural, educational, and informational needs and interests of the community. Library display facilities are available to the public within the guidelines set forth in this policy.

Policy:
Chelsea District Library (CDL) uses its bulletin boards, display cases, brochure racks, and library grounds to promote its own programs, events, and services. When space permits, these areas may also be used to inform the public of third-party library events and programs taking place in the community that may be of interest. The library does not endorse any materials distributed or posted by other organizations.

Procedure:
1. Any person or organization wishing to display information on library bulletin boards, display cases, brochure racks, and grounds must give the specific item to the marketing department in advance. The final approval or denial for any request rests with the marketing department. Any item(s) posted without prior approval will be immediately removed and discarded.
2. Interior signs, brochures, and posters accepted for consideration must meet the following criteria:
    a. Items must be submitted by a nonprofit organization or library partner; no individual literature may be displayed, including but not limited to babysitting or daycare services, job offers or requests, or personal services.
    b. Items promoting local events being held at the library must be free and open to the public. Exceptions may be made for library partners at the discretion of the marketing department.
    c. Items will be removed within 72 hours following the event, and will not be returned unless other arrangements have been made.
    d. Literature must not advertise specific denominational religions; political items that advocate for a particular candidate, party, or viewpoint; or any commercial endeavors.
    e. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited.
    f. Brochures may be no larger than 8 1/2 x11 inches; posters no larger than 11x17 inches.

3. Exterior signs, banners, and displays will be considered for posting on library property if they meet the following criteria:
    a. All exterior signs, banners, and displays must be approved by the marketing department before being erected. Groups requesting to place a sign on CDL property must submit a drawing or picture of the sign with a rationale for its placement on the property.
    b. No items may be located on the site for longer than two weeks and must be removed within 72 hours following the event.
    c. The group that sponsors the item must erect it, maintain it during the two weeks, remove it, and repair any damage to the grounds.
    d. The maximum area of a sign, banner, or display is 25 square feet.
    e. Signs may be posted only for those activities that benefit the community as a whole and must be non-partisan in nature.
    f. The library director or their designee reserves the right to remove a sign or poster at any time for any reason.

Janice L. Carr Board Secretary

10-20-2026
Date