

## Public Display Space Policy

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The Urbandale Public Library provides space for public displays that promote civic, community, cultural, or educational objectives.

### Guidelines

- A display reservation request must be submitted at least 30 days in advance of the requested date of display.
- Time allotted for a display is at the discretion of the Library, but will not exceed four weeks.
- One display per exhibitor is allowed in a twelve month period.
- The following is a nonexclusive list of materials that may not be displayed:
  - private or commercial advertisements, notices, or solicitations
  - campaign, partisan, or religious literature
  - requests for donations, unless approved by the Library director
  - obscene or inappropriate text or graphics
- The Library reserves the right to approve or remove materials on display.
- A [Waiver of Liability](#) form must be signed by the exhibitor.
- Exhibitors are responsible for any damage to Library property resulting from their use of the Library's display spaces.
- Scheduled times for the installation and removal of a display must be observed. Failure to do so may result in the cancellation of the reservation or the removal of materials on display. The Library reserves the right to dispose of materials not claimed within 30 days of removal.
- The Library reserves the right to decline, reschedule, or cancel a display.
- Permission to use public display spaces does not constitute Library endorsement.

Adopted by the Urbandale Public Library Board of Trustees, April 27, 2015