

Policy for the MPL Signs and Display Cases:

(Reviewed & Revised, June, 2021)

MPL SIGN POLICY

1. Posting on library property of signs that are not directly related to library functions, programs, or activities is prohibited, except as provided in paragraphs 3-4 below.
2. The library shall remove from its property and dispose of any prohibited signs.
3. Vendor signs or other advertising associated with contractual transactions on behalf of the library shall be permitted to be placed upon library property, subject to the Director's prior approval. Exterior signs shall comply with Mooresville Zoning Ordinance Section 3.6 and other applicable laws.
4. Subject to the Director's discretion and approval, the library may post on its property flyers, posters, brochures, letter-sized (8½" x 11") documents, or other materials that advertise not-for-profit events, programs, services, or other activities in Mooresville or the surrounding area. Business advertising on library premises is prohibited, except as provided in paragraph three above. The sign artwork shall be approved by Director and/or Library Board.

Mooresville Public Library - Lobby Display Case Policy

A designated library employee schedules the display case located at the main entrance of the Library.

Use of Display Case:

A designated library employee determines use of display case according to the following priority listing:

1. Library-sponsored displays including Friends of the Library, Library Board and general library use.
2. Community based non-profit organization or other government agency in the Library district
3. Resident or local taxpayer.

Examples of displays that are not included in this policy:

- More than one use per calendar year by a single entity, except those noted in Group One above.
- Advertisement of products and/or services for sale, unless as part of a Library-sponsored program.
- Displays on the same topic within a rolling 12-month period.

Quality of display:

A designated library employee has latitude to make adjustments to the display to assure esthetics meet Library standards. Content and message will not be altered unless quantity is excessive, quality is below standard and/or message is not clear. The Library Director has discretion to refuse permission to use a display case.

Sign-up Procedure:

- Display sign-up is limited to a single use.
- A display case may be reserved no more than 6 months in advance for this single use. Call (317) 831-7323 or visit the library's main desk.
- If a display is not set up during the first 3 days of the month, the case may be forfeited.
- Displays must be removed from the case by the exhibitor by the last business day of the month, unless other arrangements are made in advance with Library staff.
- Displays that are not removed by the exhibitor by the agreed time may be removed by Library staff.
- All displays need to be labeled in the display case with the name of the sponsor and enough information to clearly communicate the message of the display.
- The sponsor must sign an agreement in advance of installing a display.
- Tape of any kind, nails, push pins, and other hardware may NOT be used in the display case. The only exception is suction cups for use on glass.

Policy for Mooresville Public Library Bulletin Board

Approved and adopted February 6, 2006; reviewed & revised, June, 2021

A. Purpose

The library maintains a bulletin board and information rack which are available for the posting of information related to educational, cultural, intellectual, or charitable activities and events. In order to avoid the appearance of an endorsement, the library will not post notices of partisan political, religious or commercial events or activities. The presence of a poster, brochure, flyer, or any other notice in the library does not indicate that the library or its board either advocates or endorses the viewpoints expressed.

B. Conditions for Display

1. Designated staff shall review items to be posted in the library to determine compliance with this policy. The Library Director shall make the final determination of compliance. Decisions may be appealed in writing to the Library Board of Trustees.
2. Materials to be displayed should be delivered to the Main Desk. Designated staff or volunteers will post approved materials on the bulletin board and information rack. The library will remove items that have not been posted by the library designees.
3. Materials must conform to the space and time restrictions will be enforced.
4. Approved materials will be posted by the library designee in the appropriate section of the bulletin board or the information rack.

5. Designated staff or volunteers will remove materials as they become outdated and will remove items that have been posted for an excessive amount of time. The library cannot be responsible for their return.

C. Arrangement of Bulletin Board

1. The bulletin board is limited in size; therefore, the library designee will arrange the placement of all literature or noticed.
 - Materials periodically will be rotated and/or discarded
 - Materials will not be posted any sooner than one month prior to the event and will be removed and discarded after the event.
 - No classification notices, business cards or ads shall be posted on library bulletin board.
2. The size of all materials to be displayed shall not exceed 18" X 24".
3. Materials provided for display in the information rack will be considered eligible for display and are available in quantity.