

The Moline Public Library, as part of its mission, promotes the power of lifelong learning to our diverse community through quality resources and services. Those resources include exhibits and public information within the library.

Library Exhibits

Library initiated exhibits have priority. Non-library organizations may request exhibit space following the library's guidelines: Exhibits will be considered using the following criteria:

- Suitability of subject
- Quality of presentation
- Local interest
- Space requirements
- Timeliness

The library reserves the right to decline, cancel, or reschedule an exhibit.

The exhibition of materials in the library does not imply endorsement by the library of the content or the responsible organization. The library does not guarantee that exhibits will be suitable for all audiences and will not censor or remove an exhibit.

Exhibits are not to be used for commercial purposes, solicitation, fundraising, political recruitment, or religious proselytizing. Educational exhibits or displays on the aforementioned subjects may be allowed.

Exhibits are for a time frame agreed upon by the library, generally one month. Exhibits should be removed at the agreed upon time and facilities should be left in good condition following the removal of the display. The installation and removal of the exhibit is to be done by the exhibitor.

The library assumes no responsibility for loss, damage, or destruction of items left on display.

Public Information

Non-library organizations may request space to display public information, following the library's guidelines:

- All material must be submitted for approval prior to posting or distribution. Items posted without approval will be removed or discarded.
- Materials for display must not be larger than 8 ½ by 11 inches.
- The following is a non-comprehensive list of materials that will not be approved for posting:
 - Items promoting political parties, political recruitment, political fundraising, candidates for elected office or those advocating the election of any candidate or a stand on any issues on an election ballot.
 - Announcements or advertisements from for-profit organizations
 - Job postings
 - Merchandise or services for sale
 - Religious literature
- Public information materials will be posted for up to two months. The library reserves the right to remove materials based on available space or timeliness of information.
- The display of public information does not imply endorsement by the library of the content or the organization responsible.

Lobby Tables

Nonprofit organizations [501(c)(3)] and government agencies may schedule a day to distribute information of a cultural, educational, or community service nature in the library's lobby at no charge.

To use a lobby table, a reservation must be made with Library Administration at least two weeks in advance. Reservations are limited to one day, within library operating hours, and may be subject to availability. Organizations cannot have more

than one lobby table reservations per calendar year. The library reserves the right to decline, cancel, or reschedule a lobby table reservation.

One table and two chairs will be provided in an area designated by library staff. The reserved table must be staffed by the organization at all times. The library assumes no responsibility for loss, damage, or destruction of an organization's items.

Representatives of the organization are expected approach visitors in a respectful, non-disruptive manner. Promotional materials or giveaways may be distributed as long as they do not interfere with library operations. Materials for distribution may not include items for commercial purposes, solicitation, fundraising, political recruitment, or religious proselytizing. Sales and food/beverage giveaways are not permitted.

Lobby table reservations do not imply endorsement by the library of the content or the organization responsible.

Board Approved 07/06

Revised 10/16

Revised 3/22

Revised 2/23

Next Review Date 3/25