



**CITY OF REDDING, CALIFORNIA**  
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

<b>SUBJECT:</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>Shasta Public Libraries Display and Exhibit Policy</b>	<b>2014-001</b>	<b>4</b>	<b>03/19/07</b>	<b>1</b>

**BACKGROUND**

The Redding, Anderson, and Burney Libraries may have available bulletin space, exhibit cases, or other areas for flyers, handouts, exhibits, or displays.

**PURPOSE**

This policy is written to define the materials that will be deemed appropriate for exhibit, posting, or distribution by the Redding, Anderson, and Burney Libraries.

**POLICY**

The Libraries will accept materials for exhibit, posting, or distribution, provided the materials are submitted for prior approval by library staff, the materials fit the physical space available, and the display schedule established by library staff.

**Approval Process:**

Library staff will determine what will be posted, distributed, or displayed according to available space and the following, listed in order of priority: Library and library-related items; City of Redding and Shasta County government publications; Other government publications of local interest; Announcements of dated events sponsored by non-profit organizations of civic, cultural, educational, or recreational interest; Community newspapers and magazines distributed free of charge, with or without advertising, containing news and feature articles of local interest; Exhibits and displays created by City and County staff, non-profit organizations, and students attending Redding and Shasta County schools.

Forms of material unacceptable or unsuitable for Library distribution, display, or posting include: Items advertising or promoting business or commercial entities, advertisements of businesses, products, or services; Direct requests for contributions not associated with an event (including non-profit or charitable institutions); Information about any event or activity not open to the public; Personal notices and handouts and personal advertisements of articles for sale; Job postings and requests for study participants for medical or other research; Non-profit organization newsletters and meeting minutes; Materials that support or oppose any current or pending ballot measure or political candidate.

The Library is not intended to be a forum for the support or opposition of political candidates or ballot measures. Official election information, such as Shasta County Voters' Pamphlets, is made available in the Library.

**Exhibits:**

Each library branch has its own procedure for exhibits, including length of display, amount of advance notice needed to procure a place on the exhibit calendar, and who is responsible for the material to be posted.



**CITY OF REDDING, CALIFORNIA**  
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

<b>SUBJECT:</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>Shasta Public Libraries Display and Exhibit Policy</b>	<b>2014-001</b>	<b>4</b>	<b>03/19/07</b>	<b>2</b>

The Library, the City of Redding, the County of Shasta, or any other governmental entity associated with the Library, do not endorse the beliefs or viewpoints of topics that may be the subject of exhibits or displays. Library staff reviews proposals for exhibits and displays if questions arise concerning acceptance criteria. The Library reserves the right to refuse any exhibit or display proposal according to the rules set forth in this policy.

*Adopted by the Redding Municipal Library Board 3/19/2007*

*Amended by the Redding Municipal Library Board 3/17/2014 by Resolution Number 2014-001*