

Policy Statement

The Comstock Township Library provides designated space for displays, handouts, and signs for public notification of events, activities, and organizations.

Regulations

1. General

- A. The library, other nonprofit organizations, community groups, or governmental agencies may provide materials for display or distribution.
- B. Displays, handouts, and signs must be approved by the library director or their appointed designee before being set up or posted.

2. Displays and Exhibits

- A. The library retains priority rights to all display space for library purposes.
- B. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
- C. Displays must support the mission of the library and not cause disruption of the regular flow of library work and service.
- D. The library may limit the size and location of the display, number of items, schedule, and the frequency an individual or group has a display.
- E. Setup and removal of displays during regular library hours are the responsibility of the owner.
- F. The library assumes no liability in the event of damage, destructions, or theft of a display.
- G. A sign stating the sponsorship of the display may be included. Values of displayed items shall not be included.

3. Handouts and Signs

- A. Distribution or posting of items does not indicate the library's endorsement of the issue or events promoted by those materials.
- B. Items left for posting or distribution without prior authorization will be disposed of at the library's discretion.

- C. Library handouts and signs have priority rights to space. Materials from other eligible organizations may be posted by library staff as space permits and may be removed at any time.
4. Petitioning and Protests
- A. The library allows petitioning, distribution of non-commercial literature/leaflets, and canvassing or similar types of appeals by members of the public outside but not under the front walkway portico.
 - B. This activity must not interfere with building or parking lot ingress or egress, or interfere with patrons' rights to be free from such activity.
 - C. Activities must not be so loud as to be considered a breach of peace or disrupt library programs and services.
5. Panhandling, Sales, and Fundraising
- A. The library does not allow panhandling or the sale or promotion of goods, services, or fundraising events in the library building, on the grounds, or in the parking lot. The only merchandising activities permitted are library or Township-sponsored sales, or other activities as approved by the director or their designee.

Approved: June 14, 2021
Comstock Township Library Board of Trustees