

**CITY OF LYNNWOOD
POLICY/PROCEDURES**

TITLE LYNNWOOD LIBRARY EXHIBITS AND DISPLAY POLICY		NUMBER P99-01
EFFECTIVE DATE MAY 7, 1999	SUPERSEDES	PAGE NUMBER 1 OF 1

The following policy has been developed by the Lynnwood Library Board to ensure a fair and consistent treatment regarding the display and posting of exhibits in the Library.

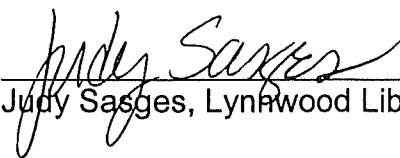
The Lynnwood Library Board welcomes exhibits, whether they are artistic, musical, educational, historical or library related, which promotes the educational and cultural welfare of the city.

Application to exhibit material should be made in advance to the Librarian so that approval may be secured and the exhibit scheduled for a set period of time. The schedule of exhibits will be kept by the Librarian or a designated Library staff member. The exhibitor shall be responsible for the erecting and then removing all displays at the end of the specified time. Library Staff may remove displays after the specified time if exhibitor fails to do so.


All exhibits are subject to the approval of the Librarian. This approval does not necessarily mean agreement or endorsement of the content of the display by the Library. Displays that include partisan politics, religious content, illegal content or pornography will not be allowed. Decisions made by the Librarian may be appealed to the Lynnwood Library Board, during one of their regularly scheduled meetings.

The Library Board assumes no responsibility for possible damage or theft of any items placed in the Library. All items placed in the Library are done so at the exhibitor's risk and he/she will hold harmless and indemnify the Lynnwood Library, the Lynnwood Library Board, the City of Lynnwood and the Sno-Isle Regional Library System from any and all claims arising out of damage or theft of his/her exhibit, or caused by his/her exhibit.

Issued by:


Judy Sasges, Lynnwood Library Manager

Approved by:


Mark Christensen, Chair, Library Board

Approved by:



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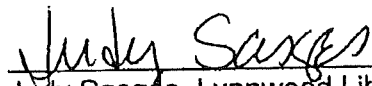
TITLE DISTRIBUTION OF FREE LITERATURE & BULLETIN BOARD DISPLAY POLICY		NUMBER P99-02
EFFECTIVE DATE NOVEMBER 5, 1999	SUPERSEDES	PAGE NUMBER 1 OF 1

The Library serves as a community resource center with access to local, regional, national and international information and the library lobby provides access to some of this information. The Library Board recognizes the community importance of the library lobby as a place where current information on local issues and events may be obtained. Because of limited space and the vast amount of free literature available, the Library Board has developed this policy regarding the distribution of free literature and the use of bulletin board space.


Lobby space is utilized to provide information pertinent to these local interests: government, news, non-profit organizations and cultural/community activities. Literature placed is subject to limitations of available space and once placed becomes property of the Library to be disposed of in any way the Librarian chooses within the framework of this policy. Not accepted for posting or distribution are materials that are commercial advertising and promote an individual business or person; materials that promote a religious organization or sect; and partisan or special interest political materials that endorse or rate political candidates or measures. Exceptions are newspapers which are normally found in the lobby which may editorialize. Literature will be displayed until it is out of date, deemed obsolete or until newer, approved material of any kind requires space.

As posting space is limited, priority shall be given to dated material describing library programs, government notices, local events, non-profit organizations, and community activities. Posting and/or displaying materials does not imply endorsement or recommendation by the Library. Posters and literature must be approved by the Librarian before placement in the lobby. The Librarian, or person designated by the Librarian, has the final approval on which materials may be displayed. The Board recognized that this policy will not answer every display and distribution question and acknowledges the expertise and professionalism of the Librarian when making decisions. If the Librarian has a question, it is recommended that a Library Board member be approached for input. Decisions by the Librarian may be appealed to the Library Board.

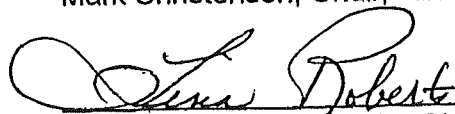
Issued by:


 Judy Sasges, Lynnwood Library Manager

Approved by:


 Mark Christensen, Chair, Library Board

Approved by:


 Tina Roberts, Mayor, City of Lynnwood