



Display and Flag Policy

A. Definition

A display is defined as topical items including, but not limited to collections, artwork, print and/or library materials placed for public view in the Library's display space. Flags are flown at the main entrance to the Library building.

B. Conditions

- 1) The Library determines display themes on an annual basis, related to events of local, regional and national interest.
- 2) The Library may invite individuals or groups (hereafter referred to as Associates) to loan materials and/or participate in creating a display.
- 3) Individuals or groups wishing to display items are encouraged to submit a request to the Executive Director.
- 4) The Library will fly the flag of the United States as well as the flag of Crystal Lake. Flags will be lowered to half-staff for all federal and state announcements.

C. Liability

- 1) The Library does not take responsibility or assume liability for materials in a display and will require Associates to sign an Indemnification Agreement releasing the Library from responsibility.
- 2) An Associate will be held liable for any damage to Library property resulting from the act or method of installing or removing a display.
- 3) Liability for injury to an Associate while installing or removing a display is covered under the Library's insurance.

D. Quality

Display materials must be of a professional quality and of sufficient quantity to insure full utilization of the display space. Failure to meet this stipulation may result in removal of the display.

E. Identification of Associates

A display in which an Associate has contributed items may include a clearly visible sign, which states the name of the group, the name of a contact person, and a contact telephone number.

F. Reconsideration and Appeal

The Library recognizes the right of individuals to question materials displayed in the library. An individual questioning materials is free to ask appropriate members of the library staff concerning such materials. An individual still questioning displayed materials may state his/her their opinion in writing on a Request for Reconsideration of Display/Bulletin Board form, which will be provided by the Library. After the form is filled out and returned to the Executive Director the statement and material in question will be reviewed by appropriate staff members as designated by the Executive Director. The staff members and the Executive Director will determine if the materials under consideration meet the criteria of this policy and will reply to the individual in writing as soon as practical. If not satisfied, an individual may request in writing, addressed to the President of the Board of Trustees, that the Board also review the material and decisions made in regard to it.

All materials displayed under this policy are considered constitutionally protected until such time as they are determined unprotected by judicial action in courts of jurisdiction and after all appeals have been exhausted.

If a complainant charges that a particular display is not protected under the First Amendment of the US Constitution, the burden of proof rests with the complainant.

Materials under question will remain on display as scheduled or until a determination is made.