



## CITY OF RANCHO CUCAMONGA

### DISPLAY POLICY

POLICY NO.:  
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EFFECTIVE: 2/1/96  
REVISED:  
APPROVED:

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**PURPOSE:** The purpose of this policy is to provide fair and equitable access for all to display informational bulletins, brochures and posters regarding area educational, cultural and civic events of interest to the community.

**CONTENT:** The content of postings can include any announcement of an event, educational opportunity or presentation, including announcements or informational material from social service agencies.

**EXCLUSIONS:** Explicitly excluded are: notices of merchandise for sale; rental announcements; and notices of sales or auctions and related events. This would not exclude dinners or similar events held for the benefit of nonprofit organizations.

Because the Library does not have sufficient space to allow varying viewpoints to be exhibited on topics and institutions which are subject to controversy, such as politics, sex, religion, gun control, etc., posters bulletins, newspaper clippings, etc. representing a single point of view on these subjects shall not be permitted.

**GUIDELINES:** Such bulletins, brochures and posters to be displayed must meet the following guidelines:

1. Items to be displayed should be of a reasonable size, preferably no larger than 12" X 18".
2. Handwritten or drawn posters or art work must meet acceptable standards as determined by the library, i.e., correct spelling, neatness, etc.
3. Informational, nonpartisan political events will be publicized.
4. Information regarding money-making events sponsored by any profitmaking organization will not be displayed.
5. Information regarding contests or solicitations of any kind will not be displayed unless sponsored by an area library.

**PROCEDURES:**

1. Each item posted must be dated and signed.
2. Library staff will be assigned to place and remove postings promptly. Multiple postings will be removed by the assigned staff.
3. Activities having no specific date may be displayed for a reasonable length of time as determined by the library according to available space.

**RETURN OF ITEMS DISPLAYED:** Unless other arrangements are made, items must be picked up the first working day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials. Request for return of item with name and telephone number of person to be contacted should be written on the back of the article.