

XI. Public Materials for Display

XI-A: Library Bulletin Boards and Displays

The library welcomes public use of its bulletin board and literature racks, according to the following guidelines:

- Items will be posted or made available on an equitable basis, subject to available space.
- All postings and literature will be approved and placed in the appropriate location by library staff.
- Items must be professionally printed or neatly printed by hand.
- Advertised events must be open to the public.
- Religious and political materials are permissible for informational purposes or to announce special events. Materials which have the primary effect to persuade toward a single point of view will not be displayed.
- The posting of materials on the bulletin board or their display in a literature display rack does not imply endorsement by library staff or the Board of Trustees.
- Library use of display spaces to promote library events or announcements has priority over all other uses.

Bulletin Board

- Bulletin Board items must be no larger than 11 by 17 inches.
- Postings may remain on the board for up to two weeks or until the event date has passed, whichever comes first.

Literature Racks

Brochures may be kept in the display racks for up to 2 months.

Outside Displays

- The installation of vending machines or newspaper/literature boxes is not permitted on library property.
- The posting of political or campaign signs is not permitted on library property.

XI-B: Social Media

Library Use of Social Media

The Mahomet Public Library chooses to use social media (including, but not limited to, the library website, blogs, social networking sites, and email) to engage library customers in discussion of our services, books, materials and programs. The library recognizes and respects differences in opinion.

Comments, posts and messages are welcome. Posted comments are the opinion of the author only and publication of a comment does not imply endorsement or agreement by the Library Director or the Mahomet Public Library. Comments containing the following will be removed:

- Obscene, profane, or racist content
- Personal attacks, insults or threatening language
- Potentially libelous statements
- Plagiarized material

- Private, personal information published without permission
- Comments totally unrelated to the content of the forum
- Hyperlinks to material not related directly to the discussion
- Organized political or religious activity or proselytizing
- Commercial promotions or spam

Library Employee Use of Social Media

Library employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the library. Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time:

- Employees identifying themselves as employees of the library must make it clear that the views expressed are theirs alone and do not represent the views of the library.
- Employees must respect the library's confidential and proprietary information and may not post information that is still in draft form or is confidential.
- Employees may not make negative comments about patrons in general, about specific questions from patrons, or about patron behavior on the library's social media sites.

The library does not endorse, monitor or review the content of personal, non-library related social media activity of its employees.

Library Trustee Use of Social Media

Library trustees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. Trustees should keep in mind the following best practices when posting content about library-related subjects on social media.

- Trustees identifying themselves as library trustees must make it clear that the views expressed are theirs alone and do not represent the views of the Library or of other trustees.
- Trustees must respect the library's confidential and proprietary information and may not post information that is still in draft form or is confidential.
- Trustees may not make negative comments about patrons in general, about specific questions from patrons, about patron behavior on the library's social media sites, or about interactions with staff at the library.

XI-C: Donation Boxes

Local organizations may collect items for charity at the library according to the following guidelines:

- The director, or, in the director's absence, a designee, must approve the solicitation in advance.
- The organization may place one clean, unused box, with appropriate signage, in the library entryway for up to 4 weeks.
- Only one organization at a time may have a box in the foyer.
- The organization must provide the library with a representative's name and contact information in case there are any problems or issues with the donation box.