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COMMUNITY BROCHURES AND OTHER LITERATURE POLICY

The Grayslake Public Library literature racks and bulletin boards are designed primarily to meet the operational needs of the Library. As a source of community information, the Grayslake Area Library allows local organizations who are non-profit and not-for-profit to display flyers and brochures in literature racks, on bulletin boards and in other designated areas, as space allows, upon receiving approval from a library representative.

LOCATIONS

Community literature will be displayed in the community literature racks and on the table in the meeting room hallway, on the community bulletin board in the entryway and in other areas of the Adult Services Department with the approval of the Adult Services Department Head or their designee. Community literature relating to children and families will be displayed in designated areas in the Youth Services Department with the approval of the Youth Services Department Head or their designee.

RESTRICTIONS

Literature racks, bulletin boards and other designated areas will be assigned by the Library as space allows. The Library reserves the right to review, amend or reject any literature. Permission to use the literature racks, bulletin boards and other designated areas does not imply endorsement by the Library District. Each community literature rack, bulletin board or other designated area will contain a sign stating:

"Literature not endorsed by the Grayslake Library." Use of the literature racks, bulletin boards and other designated areas for commercial purposes is prohibited with the exception of commercial activities associated with the Library. Persons responsible for the literature must comply with all Library District policies and procedures. Because the Library serves as a polling place, materials advocating the election or defeat of a candidate for public office or political or partisan proposition or which are contrary to election laws must be removed from the literature racks, bulletin boards and other designated areas no later than noon on the day before an election. Literature not removed promptly will be taken down and disposed of by Library staff. Failure to abide



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by these rules may result in the cancellation of or refusal of future use of literature racks, bulletin boards and other designated areas.

INDEMNIFICATION

Anyone using the literature racks, bulletin boards and other designated areas shall indemnify and hold harmless the Grayslake Area Public Library District for any and all damages, costs or injuries which may arise out of its use of the premises.

Adopted December 12, 2000; Reviewed August 10, 2004, Reviewed February 10, 2009, Revised October 14, 2014; Reviewed June 13, 2017, Reviewed August 11, 2020