Community Information and Display Policy

Purpose

Consistent with its mission to foster community connection and lifelong learning, the Brimfield Public Library District makes limited space available for the community to share information relevant to the public. This policy governs the Community Bulletin Board, donation boxes, and the Library's display cases.

Scope

This policy does not govern:

- The Library's website, social media accounts, digital sign, or other Library-operated communication channels. (See Library Communications Policy)
- Signs, chalking, canvassing, solicitation, or other expressive activity on Library grounds. (See Expressive Activity on Library Property Policy)
- Reservation of Library meeting spaces. (See Meeting Space Use Policy)
- Items donated to or acquired by the Library's own local history collection. (See Local History Collection Policy)

Forum Designation

The Community Bulletin Board and donation box space are limited public forums. The Library designates them for use by the public, subject to the reasonable, viewpoint-neutral restrictions in this policy, due to the limited space available and the fact that the Library's constituents include minors.

The Library's display cases are not public forums. The Library selects, arranges, and manages their content at its sole discretion.

Community Bulletin Board

The Library has designated the bulletin board located in the Library's foyer as a Community Bulletin Board where the Library, and individuals, groups, organizations, businesses, and government entities, may share public service notices and other information of interest to the community. All other bulletin boards in the Library are reserved exclusively for Library use.

Priority for Use

Due to limited space, postings will be prioritized in the following order:

- Brimfield Public Library District
- Village of Brimfield and other local tax-supported entities
- Non-profit organizations located within the Library District, Peoria County, and the Central Illinois region
- Local non-commercial initiatives, groups, and organizations
- Local for-profit businesses, groups, and organizations

Posting Guidelines

- A physical copy of all materials intended for posting must be submitted for approval to a member of Library staff. Materials should be emailed to marketing@brimfieldlibrary.org or left with Circulation Desk staff.
- Approval will be granted based on this policy and subject to available space.
- A posting may not exceed one page up to 11 by 17 inches.
- Approved items will be dated and posted for a maximum of 30 days, unless otherwise required by law.
- Unapproved or outdated materials will be removed and held at the Circulation Desk for 14 days, after which they may be discarded.
- If space is limited, the Library will apply the priority order above and will then make the most efficient use of the space available.
- A person or group may appeal the rejection or removal of a posting within 10 days of the removal in writing to the Library Director, whose decision is final. Appeals may be emailed to director@brimfieldlibrary.org or left with Circulation Desk staff.

Restrictions

The following will not be posted on the Community Bulletin Board:

- Editorial content, unless contained within a newspaper or magazine distributed free of charge
- Partisan campaign materials urging people to vote for or against a specific candidate, political party, or ballot question. Nonpartisan voter information such as registration deadlines or polling place locations is not restricted.
- Proselytizing materials for a specific religious sect or affiliation; a notice of a community event hosted at a place of worship or by a religious organization located within the Library District is permitted.
- Content that constitutes a true threat, incites imminent lawless action, or targets a specific individual for harassment on the basis of a status protected by federal, state, or local law.
- Material that violates federal, state, or local law, including copyright, fraud, privacy, or obscenity law.

Liability

- The presence of information on the Community Bulletin Board does not constitute or imply Library endorsement of a group, organization, individual, idea, belief, cause, product, service, activity, or event.
- Community members choosing to purchase products, hire service providers, attend events, or otherwise engage in activities posted on the Community Bulletin Board do so at their own risk.
- The Library does not assume responsibility for posted materials that are damaged or stolen.

Donation Boxes

Local government entities, non-profit and service organizations, and local businesses may place non-cash donation boxes to collect items for community distribution in the Library's foyer upon approval from the Director.

- A request to place a donation box must be submitted to the Director in writing, identifying the sponsoring organization, the items to be collected, and the intended distribution. Requests may be emailed to director@brimfieldlibrary.org or left with Circulation Desk staff.

The Director will approve a request unless the donation box, the items to be collected, or the sponsoring organization's use of the collected items would violate this policy, would violate federal, state, or local law, or would present a safety, size, or space concern described below. The Director will provide a brief written reason for the denial.

- A donation box must be of a reasonable size so as not to impede access to the Library, the Community Bulletin Board, or any required exit.
- A donation box must be labeled with the name of the sponsoring organization and a contact method for that organization.
- The Library may remove a donation box at any time without notice.
- The Library does not assume responsibility for donated items or donation boxes that are damaged or stolen.

A sponsoring organization may appeal the denial of a donation box request in writing to the Library Director within 10 days of the denial. The Director's decision is final. Appeals may be emailed to director@brimfieldlibrary.org or left with Circulation Desk staff.

Display Cases & Exhibits

The Library currently maintains two display cases:

- A display case reserved for Library use, in which the Library displays materials related to its own collection, services, and programs
- The Local History Display Case, maintained in partnership with the Brimfield Area Historical Society.

Any display case or temporary exhibit the Library adds in the future will also be reserved for Library use, consistent with the first case described above.

- The Library reserves the right to select, decline, arrange, and remove displayed materials in either case at its sole discretion.
- The Library will endeavor to protect materials presented in its display cases but does not provide insurance for them. A person who wants insurance coverage for an item on display must arrange it independently.

Local History Display Case

Content for the Local History Display Case is selected jointly by the Library and the Brimfield Area Historical Society. A person interested in contributing historical items for display may contact the Library. For information about donating historical items directly to the Library's permanent collection, see the Local History Collection Policy.

Non-Endorsement

The Library's provision of space under this policy does not constitute or imply Library endorsement of any group, organization, individual, idea, belief, cause, product, service, activity, or event.

Relationship to Law

Nothing in this policy is intended to override or conflict with applicable federal, state, or local law. In the event of any inconsistency, the law shall govern.

Referenced Policies

Expressive Activity on Library Property Policy; Library Communications Policy; Local History Collection Policy; Meeting Space Use Policy

Approved by the Library Board of Trustees on October 19, 2026