

Display & Community Board Policy

Approved by the York County Library Board of Trustees on Sept. 18, 2007

Last revised by the Library Board of Trustees on April 09, 2026

The library provides space for library, government, educational, and community information. All displays must comply with the Collection Development Policy. Permission to display non-library materials (newsletters, posters, flyers, etc.) does not signify endorsement by the library or library staff of materials or opinions expressed. Responsibility for enforcement of rules stated below rests with the Director.

Display Cases

- Cases are available for displaying items of interest that relate to library programs or themes or may otherwise be of interest to library patrons.
- The Director is responsible for approving displays of non-library items.
- Only library staff can arrange materials in display cases.
- The library is not responsible for loss or damage to non-library items used in displays.

Community Boards and Handouts

Priority and Space

- Library materials receive first priority for community board space, followed by relevant government materials (e.g. Social Security, IRS, etc.)
- Space otherwise is available on a first-come, first-served basis.
- All materials must be approved by the Director.

Hand-outs

- Decisions on accepting handout materials, the number of handouts and placement rests with the branch manager.
- Items posted or displayed without permission will be removed and discarded.
- The library will not make copies of handouts.

Removal and Return

- Items relating to an event or deadline will be removed promptly following the date specified.
- Otherwise, items may be displayed for up to four weeks.
- The library is not responsible for storing or returning materials submitted.

Surveys and Petitions

- Surveys and petitions may be posted only after approval from the Director.
- The library does not collect, store, or manage any surveys or petitions.