

POSTING COMMUNITY INFORMATION

The Fremont Library District has a small designated location in the library for posting information from not-for-profit and governmental organizations that serve the Library District area. In providing this community information area, the Library District has elected to make the designated area a limited public forum designed specifically and only for the communication by eligible community-based organizations of non-commercial information relevant to the community which the Library District serves. This area is not available for individuals to post information. They must be part of an established community organization.

- No postings may contain any type of product or service of advertising, including free giveaways, auctions, or help wanted.
- The Library District will display qualifying materials on a first-come, first-served basis.
- The Library District assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or posted. All items placed in the library are done so at the owner's risk.
- Dated materials will be removed the day after the event and the Library District staff will dispose of the materials.
- Pamphlets, flyers, or other information that has not been authorized by staff or that has been displayed outside the designated area will be immediately removed and discarded.

Any information presented in the Community Information area must be submitted to a library service desk so an authorized staff member may approve and post according to the following criteria of Organization Type, Location, Timing and Size.

ORGANIZATION TYPE

Not-for-profit community organizations and governmental agencies may submit materials for posting. Some examples include:

- Churches
- Government agencies and officials
- GLMV Chamber of Commerce
- Hospitals
- Lake County Fairgrounds
- Museums
- Not-for-Profit groups (501c3 or 527)
- Park Districts
- Schools
- Universities and Colleges
- For-profit organizations who are hosting fundraising events for recognized charitable organizations or hosting educational seminars or workshops that are free to the public may also be posted.

LOCATION OF GROUP OR EVENT

Due to limited space, priority will be given to groups or events located in the Fremont Library District service area (including unincorporated areas) or its contiguous villages. The general exceptions are statewide or county-wide postings from government or social service agencies like the United Way of Lake County. Any other exceptions will be made at the discretion of designated staff or the Library Director. The following is a list of villages that we consider contiguous to the Fremont Public Library District.

- Grayslake
- Gurnee
- Hawthorn Woods
- Lake Villa
- Libertyville
- Long Grove
- Mundelein
- Round Lake
- Round Lake Beach
- Round Lake Park
- Vernon Hills
- Wauconda

TIMING

The posting must have a specific date or set of dates for an event or campaign. General posts about the existence of organizations providing services will not be posted. Postings will be removed after the event has passed, not to exceed 45 days of total posting. Exceptions may be made for governmental or social service agency postings.

SIZE

Signs may not exceed 11x17. We prefer 8.5x11. The library reserves the right to rescan oversized posters to make room for more information in the designated area.

Multiple copies of brochures or flyers may not exceed the designated space; the library reserves the right to accept only the number of copies that can be displayed for each group.

SOLICITATION POLICY

Solicitation of the public or staff is not permitted in the library or its grounds. Solicitation includes any request for an individual’s money, signature or opinion. Examples include but are not limited to:

- the sales of merchandise, tickets or subscriptions
- seeking donations (including placing collection receptacles for collecting items)
- conducting surveys or polls

Exceptions to this policy include:

- Fundraising by the Friends and Foundation of the Fremont Public Library.
- Surveys conducted by Fremont Public Library Staff or Volunteers for strategic planning or other purposes.
- Gathering signatures on official petitions for the purpose of either getting a candidate or a referendum issue on the ballot for an upcoming election. Such petition activities are permissible only during the official circulation time period (10 ILCS 5/10-4) and only during normal library operating hours. The approved location for petitioning activities follows the guidelines established by state election laws for electioneering during voting periods. (See Electioneering Policy.)