

**EMMA S. CLARK MEMORIAL LIBRARY  
EXHIBITION POLICIES AND PROCEDURES  
◀with Bulletin Board Guidelines▶**

**Basic Policy Statement**

The use, by individuals or organizations, of the Library's facilities for displays and/or exhibits, other than those which pertain to the Library, is not a right but a privilege which is subject to review by the Board of Trustees.

The purpose of the Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an intellectual, cultural and informational center for the community. For the purpose of this policy the term "display" includes wall exhibits, enclosed display cases and bulletin boards. Exhibits/displays using these facilities shall further one or more of the following purposes:

- A. To promulgate matters pertaining to Library services, collections or programs;
- B. To bring together Library materials from several subject areas which relate to a theme or current interest;
- C. To highlight current issues, events or other subjects of public interest in an informational manner;
- D. To display arts, crafts, photographs and writings, especially those produced by residents of the Three Village Central School District;
- E. To publicize the activities of local non-profit organizations and agencies or to display interesting collections or hobbies of local residents.

**Procedural Guidelines for Bulletin Boards**

When space is available on the bulletin boards, after the Library's own needs have been satisfied, community notices of a cultural, recreational, educational, or community service nature may be posted subject to the following guidelines:

- 1. Priority will be given to other tax-supported agencies and to local group organizations.
- 2. The following may not be posted:
  - a. Notices of religious activities
  - b. Notices of political parties or candidates or notices advocating the election of any candidate or supporting a position on a public issue coming before the electorate
  - c. Posters, petitions or other types of notices advocating a position on a public issue (although the Library may set up its own display to provide background information on the issue)

- d. Notices or advertisements by profit-making individuals or organizations. (Exemptions may be made by the staff member in charge for services which complement or enhance the Library's service role.)
  - e. Legal notices
  - f. Appeals for funds or for membership
3. Size and appearance of material will be taken into consideration. Items may be refused because of their size if at the time there is no available space to display them.
  4. All materials displayed are the responsibility of the organization or group providing the material. The name of the organization or group must appear on the item.
  5. Only Library notices will be placed on Library windows and doors.
  6. Approval of an item for display does not imply Library endorsement of the individual, organization or views expressed.
  7. No outside organization or individual shall be permitted to place in the Library any box, receptacle or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise; however, posters announcing bazaars or non-religious programs sponsored by any local educational, religious or fraternal organization may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a "first-come, first-served" basis.
  8. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.
  9. Unauthorized postings will be removed and discarded.

Policy approved: 6/19/96  
Revised: 12/15/2010