

Claverack Free Library

Displays & Exhibits Policy

Adopted: August 2015

In keeping with its role within the community and its mission statement, the Claverack Free Library believes in serving the community as a source and focal point for reading and providing education in a variety of forms, to both children and adults. Such information may be in the form of free brochures, fliers, notices or posters, or displays and exhibits.

Displaying or exhibiting of collections or materials by the library does not necessarily indicate the library's endorsement of the issues or events promoted by the collection of material being displayed or exhibited.

Public Posting

Depending on available space, the Claverack Free Library may offer bulletin boards, tables or racks that offer community information.

Space is available under the following conditions:

1. For public notices of community interest, a community bulletin board is available to non-profit, advocacy, and/or civic organizations sponsoring charitable, cultural, educational, and/or recreational events and to profit-making groups sponsoring these types of events in the public interest. All events posted must be open freely to the general public. Campaign/political materials, commercial materials or materials resulting in personal gain are not permitted. The lone exception is a "Thank You" posted on the lawn sign to a representative or agency who provided public funds or services to the Claverack Free Library.
2. Priority will be given first to the Claverack Free Library and Friends of Claverack Free Library announcements/publications.
3. The Claverack Free Library will give preference to materials that originate from local non-profit organizations, announcing of events occurring within 30 days, activities/services in a timely fashion and are of a suitable size and, in the case of handouts, a minimum of fifteen.
4. The Claverack Free Library has the right to review the notice before it is posted. The Library does not accept notices that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. A decision not to accept a notice may be appealed to the Board of Trustees. Materials posted or left for free distribution without approval from the Claverack Free Library will be discarded.
5. Space permitting, there is no limit to the number of different notices an individual or organization may post at the library in a given year.
6. Notices posted become Claverack Free Library property and will be discarded when information is no longer current or at the discretion of the Claverack Free Library staff.
7. In order to keep the bulletin boards and literature racks and shelves neat and current, the Claverack Free Library reserves the right to:
 - ✓ determine where and how the item(s) will be posted or displayed.
 - ✓ limit the size and quantity of the item(s) to be posted or displayed.
 - ✓ limit the length of time the item(s) will be posted or displayed.
 - ✓ dispose of materials that have been posted or displayed when they reach their expiration.
8. The Claverack Free Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

9. Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the Claverack Free Library's role as a source of community information, including, but not limited to:

- ✓ Partisan political material
- ✓ Petitions
- ✓ Solicitations
- ✓ Surveys

Exhibits

The Claverack Free Library does not have space to display exhibits.

The Board of Trustees reserves the right to make changes in this policy as it deems advisable and may cancel or withdraw permission for use of the Library facilities when, in its opinion, such action is advisable.