

# Claverack Free Library

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## Display, Exhibit & Posting Policy

Adopted: August 2015  
Updated: February 2020

In keeping with its role within the community and its mission statement, the Claverack Free Library (CFL) 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 CFL does not necessarily indicate CFL's endorsement of the issues or events promoted by the collection of material being displayed or exhibited.

## **Public Posting**

Depending on available space, the CFL 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 to the general public.
2. Priority will be given first to the CFL and Friends of Claverack Free Library announcements/publications.
3. Based on available space, CFL will give preference to materials that originate from local community organizations and clubs, educational institutions, government agencies, and non-profit organizations which announce events occurring within 30 days.
4. The CFL has the right to review any notice before it is posted. The CFL 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 CFL will be discarded.
5. Space permitting, there is no limit to the number of different notices an individual or organization may post at the CFL in a given year.
6. Notices posted become CFL property and will be discarded when information is no longer current or at the discretion of the CFL staff.
7. In order to keep the bulletin boards and literature racks and shelves neat and current, the CFL 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 CFL 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. The only commercial material permitted is a “Thank You” directed to a representative or agency who provided public funds or services to CFL. Disallowed materials are those that do not fit within the CFL's role as a source of community information, including, but not limited to:
- ✓ Partisan political material
  - ✓ Petitions
  - ✓ Solicitations
  - ✓ Surveys

## **Displays and Exhibits**

The CFL Community Room is available for public displays and exhibits. Art work, as well as displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited/displayed.

The Board of Trustees and Director shall review and approve in advance any material offered for display based on its suitability and availability of the space. The completed Application for Exhibition and Exhibit Release should be mailed to the Director. CFL use of display areas takes precedence in scheduling.

Exhibitors are responsible for the installation and removal of their displays. The CFL does not provide porter service, storage space, or special furnishings.

Access to the Community Room is available during artist presence, other program utilization or volunteer coverage.

The CFL assumes no responsibility for the preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All items placed in the CFL are

there at the owner's risk.

The CFL does not carry insurance on artwork or items loaned to the CFL for exhibit. Exhibitors must sign the Exhibit Release before any artwork can be displayed in the CFL.

Exhibits and displays may include information about the exhibit/exhibitor. The following will be posted as part of all non-library exhibits or displays: **“Exhibits are offered as a community service and do not carry the endorsement of the Claverack Free Library”**.

The CFL Community Room is multi-functional. Exhibits cannot in any way disrupt the normal routine of the CFL. Meetings, programs, or other events may be held in the space concurrent with the exhibition.

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 CFL facilities when, in its opinion, such action is advisable.