

Sidney Memorial Public Library	Section:
Manual Name: Library Policy Manual	Date Issued:
Section: Library Displays, Exhibits, and Bulletin Boards	Date Created/Revised: 2003; 08/08/2022

Purpose:

The Sidney Memorial Public Library and its branch libraries provide space to the community for displays, exhibits, and bulletin boards to further the library's intent to bring people and information together. A policy governing library displays, exhibits, and bulletin boards is hereby established.

Policy:

Community bulletin boards and exhibit spaces shall be available to all persons and groups, for any purpose consistent with the laws of New York State, the ordinances of the Village of Sidney, and the library's policy and procedure manual, however, nonprofit organizations will take precedence.

The Sidney Memorial Public Library makes its display areas and bulletin boards available to the public, but neither approves nor disapproves of any viewpoint expressed by the users of the display areas or bulletin boards. The library does not endorse any goods or services, makes no representation as to the accuracy of information, and assumes no liability for the quality or safety of any goods or services which may be the subject of postings or displays.

Library staff may receive posters or flyers announcing public events, seminars, or courses in Sidney, or the surrounding area. These will be submitted to the Director for approval. Priority will be given to Sidney events if space does not allow for all postings received by the library. The following categories of items shall not be posted or displayed:

- Advertisements of personal services or products of commercial concerns
- Religious tracts
- Posters of unreasonable size (>8 ½ x 14 inches)
- Petitions
- Campaign literature
- Boxes or receptacles which solicit donations

In addition:

- a. The library reserves the right to refuse to post, and the right to remove announcements, posters, displays, or exhibits which, in its judgment, do not meet the above criteria.
- b. The library reserves the right to establish certain bulletin boards and display areas for certain purposes.
- c. Postings shall be dated. The library reserves the right to establish reasonable time limits of no less than one week and no more than thirty days for any announcement, poster, or display.
- d. The Display Agreement & Inventory Form must be completed and approved by the library director before items are displayed or exhibited (except for bulletin board items).

Description of Exhibit Space

Sidney Memorial Public Library

- Lighted, locked display cases in front entrance
- Bulletin boards at parking lot entrance and in children's area
- Open space for free-standing exhibits (free-standing exhibits may be displayed in areas of the library that do not interfere with library services. Requests for free-standing exhibits will be reviewed on a case-by-case basis by the library director.)
- Smart Community Room wall space for exhibiting art work. Pricing guides for the works cannot be displayed, but artist contact information can be listed.
- Wall space available for community organization plaques or awards at the rear of the stacks or in the entrance hallway to the Community Room

Masonville Branch Library

- Two locked display cases
- Bulletin board

Exhibits in the Smart Community Room

1. Prior to display, all exhibits must be approved by the Library Director. The final authority for approving all exhibits is the Library Board of Trustees. The Sidney Memorial Public Library reserves the right to prohibit any person or group from displaying exhibits in the library.
2. All exhibits shall be set-up and removed on the dates determined by the library. A library representative shall supervise the set-up and removal of all exhibits.
3. All exhibits must conform to the space restrictions of the display areas. Exhibits to be hung on walls or display panels shall be done so securely and under the guidelines of the library.
4. Prior to displaying, all exhibitors must sign a waiver form that releases the library from any responsibility for loss or damage to an exhibit displayed at the library.
5. Exhibits in the meeting room shall be available to the general public only when no other meetings are in session. No meetings shall be interrupted to set-up, remove, or to view any exhibit while a meeting is in session.
6. Display reservations are not transferable to another person.
7. Library use of display areas takes precedence over any other use and the library reserves the right to, without notice, cancel the use of display areas by outside exhibitors if the Library Director or Library Board of Trustees determines that the display space is needed for library purposes.

SIDNEY MEMORIAL PUBLIC LIBRARY

Display Agreement & Inventory Form

I, _____ of _____ intend to display the following items at the ___ Sidney Memorial Public Library ___ Masonville Branch Library from _____ to _____.

Item Description:

I understand that the Sidney Memorial Public Library assumes no liability or responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library for exhibit are placed at the owner's risk. I further understand that the display will not be installed nor removed until a mutually agreed upon date and time. In addition, only persons authorized on the initial application form will make changes or remove a display.

Signature _____ Date _____

Approved _____ Date _____

Approved by Board:
9/13/2022

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