

## **Library Policy Concerning Displays, Exhibits, Postings, and Bulletin Boards**

In furtherance of the Middle Country Public Library's mission to encourage and facilitate the dissemination of information to the community and the open exchange of ideas, the Board of Trustees, through the Library Director, may grant the privilege of placing exhibits, displays or posters in the Library. Posters, flyers and brochures for posting will be limited to notices of community events or meetings. The use by individuals or organizations of the Library's facilities for displays, postings or exhibits, other than those which pertain to the Library, is subject to review by the Board of Trustees, subject to the following conditions:

1. No posting, display, exhibit, pamphlet, brochure, leaflet or booklet shall be exhibited, displayed or placed in the Library for distribution without approval from the Library Director, or his/her designee. A "Request to Post Materials" or an "Application for Library Exhibit/Display" must be filed in advance.
2. Postings are not intended to constitute a forum for public comment, advocacy, advancement of a particular cause, posting of "official" or legal notices is prohibited.
3. All items proposed to be displayed may be reviewed by a Library appointed committee before the scheduled event. Approval for an exhibit or display does not ensure that approval will be granted for every item in an exhibit/display. Slides or photographs of the exhibit or display must be presented in advance of the show.
4. An exhibit or display must include an individual's or group's name, or the sponsor. Contact information of individuals or groups may be made available to the public if permission has been granted by the artist. Exhibits and displays will not include prices of objects.
5. No outside organization or individual shall be permitted to place on Library premises any box, receptacle or cannister which solicits donations. No poster or display shall be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise, nor shall any petition be displayed or circulated on Library premises. Posters announcing bazaars or programs sponsored by any local charitable organization may be displayed provided there is room for such displays and they are of reasonable size. Such postings shall be on a "first come, first served" basis.
6. No organization or individual shall be permitted to display or exhibit any materials, leaflets or posters which advocate the election or defeat of a candidate for public office or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise.
7. Due to limited space, the Library reserves the right to restrict the size, number, and location of posted materials. The time span during which the materials are posted will be determined by the Library.
8. The Library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items displayed or exhibited in the Library are placed at the owner's risk. All items remaining following the expiration date of the display/exhibit may be removed and destroyed by the Library.
9. The Library will not endorse a display or exhibit. Those items which are displayed are done so for the information and/or enjoyment of the public.
10. The Library reserves the right to cancel an exhibit or display or remove posted material at any time. Any items displayed without permission will be removed by the Library.

***Adopted May 18, 1970 by the Board of Trustees of the Middle Country Public Library.  
Revised May 17, 1995, June 22, 2022.***