

Plainville Public Library Exhibit Space Use Policy

Purpose

The Plainville Public Library (the "Library"), in keeping with its mission of promoting knowledge, ideas, and cultural enrichment, provides a variety of resources for the dissemination of information and highlighting the talents and varied interests of the members of our vibrant community. Among them are community bulletin boards, display cases, display tables and racks, and display panels. This policy provides procedures for their use and oversight. For the purposes of this policy, these resources are collectively known as "exhibit space."

Scope

This policy applies to the Library's exhibit space; and to all who choose to use them.

Roles and Responsibilities

The Library Board delegates the oversight and management of exhibit space to the Library Director and staff. Exhibitors or users of these Library spaces are responsible for adhering to the specific procedures noted under each.

Procedures

1. Community Bulletin Boards:

- a. Library staff is responsible for the Community Bulletin Boards. Only authorized library personnel may post notices on them. Materials posted by others without prior approval by Library staff will be removed.
- b. Those wishing to have an announcement posted should submit it to Library staff at the circulation desk or send it by mail or email to the Library. Notices should generally be no larger than 8-1/2" x11", but larger ones will be considered, space permitting. All notices regardless of size must, in the opinion of Library staff, be tidy.
- c. Priority for posting is as follows:
 - i. The Library, including its co-sponsored events
 - ii. The Friends of the Plainville Public Library
 - iii. The Town of Plainville
 - iv. Plainville non-profit community organizations
 - v. Other non-profit individual interests in the Plainville community
- d. The following items MAY NOT be posted or displayed on the Community Bulletin Board:
 - i. Advertisements of personal services or products sold for profit
 - ii. Religious tracts
 - iii. Petitions (except for library purposes)

- iv. Political campaign literature
 - v. Announcements seeking roommates
 - vi. Real estate listings
 - vii. Solicitations for monetary donations except to benefit the Library
- e. Among the many things that MAY be posted are the following:
- i. Public service announcements from government and/or non-profit agencies
 - ii. Lost and found notices
 - iii. Missing pet announcements
 - iv. Advertisements of fundraising events held elsewhere

The posting of items does not indicate that the Library endorses any organization, cause or activity. The Library reserves the right to reject materials deemed inappropriate.

2. **Solicitations and Collection Boxes:** No individual or organization may post notices soliciting donations of any kind, or place boxes or other receptacles for collecting toys, clothing, etc. on Library premises without the explicit permission of the Library Director. The sole exception is the collection of used books and other media for the Friends of the Plainville Public Library's book sale.
3. **Additional Bulletin Boards:** There are other bulletin boards located throughout the Library. While they are for the benefit of the public, their content is determined by Library staff.
4. **Display Cases:** The Library maintains display cases to further its goals of lifelong learning and enhancement of cultural and leisure activities. They are located in the Reading Room, Adult Services area, and Local History Room, and overseen by Library staff
5. **Display Tables and Racks:** These are provided for the public display and dissemination of free promotional materials for area government and/or non-profit organizations and individuals. Such materials must meet the guidelines for the Community Events Bulletin Board (see above).
6. **Display Panels:** The Library's display panels are available to individual artists, arts organizations, local schools, and others to mount exhibits of artistic, cultural, or informational merit. Persons or organizations outside of Plainville are welcome to use the exhibit panels when their works are determined to be of general interest to the Plainville community.

Exhibit space is available on a first-come, first-served basis in the same priority order outlined under Community Events Bulletin Board (see above).

Exhibit Guidelines:

- a. Exhibitors must sign and execute the Library Exhibit Display and Release Form to apply to exhibit art or a collection at the Library.
- b. All exhibits must meet acceptable community standards and be suitable for family viewing as determined by the Library, which reserves the right to reject materials deemed inappropriate. Acceptance of an exhibit does not constitute an endorsement of a person's or organization's policies or beliefs by the Library or the Town of Plainville.
- c. Neither the Library nor the Town of Plainville shall assume any responsibility or obligation for any loss, damage or theft of any exhibited materials at any time while in the Library or while being transported to or from the Library. Exhibitors will be responsible for any loss, damage or theft that may occur during setup and removal or during the time the exhibit is displayed. Exhibitors are encouraged to insure their own work. The Library cannot provide security for the exhibited items at any time. The Library Exhibit Display and Release Form must be signed before the exhibit is mounted, and all of its terms and conditions are incorporated herein by reference.
- d. Exhibit space is available for one month up to 60 days, the scheduling for which, including installation, display, and removal, will be done in consultation with the Library Director or designee. Exhibit materials may be disposed of if not claimed within 30 days of the agreed-upon removal date.
- e. The exhibitor is responsible for setting up and removing their materials and ensuring that items to be displayed are prepared for hanging.
- f. An exhibitor may promote the sale of items and make a price list available to the public. The Library will not act as an agent for, sell, or otherwise be involved in the sale of items on display. Items that are sold during the exhibition must remain on display until the end of the agreed-upon display period.
- g. The Library will not provide storage for the property of individuals or organizations exhibiting in the Library.
- h. The Library will promote the exhibit through its usual publicity channels. The exhibitor must provide the Library with biographical information, photos, and a description of the collection.
- i. Exhibits on Library premises will be open for viewing by the public during Library hours.
- j. Objections to exhibited items must be made in writing and directed to the Library Director, who will review and rule upon them. An appeal to that ruling may be

made to the Library Board of Trustees who, as the final arbiter, will notify the objector of its decision.

Location

This policy is housed on the Plainville Public Library website:

<https://www.plainvillect.com/library/about-us>

A copy of this policy is maintained in the Library Director's Office.

Approved by the Plainville Public Library Board of Trustees on February 14, 2023