

Public Posting and Display Policy

The Library maintains the following areas for public postings/displays:

- Glass covered bulletin board, located in the front vestibule
- Display cabinet in lower level, outside Sturtz Room
- Console cabinet, located in the front lobby near the staircase
- Temporary display spaces periodically available at the discretion of the Director

This policy does not relate to the Gallery Walk area on the lower level.

Electronic displays are available for Library staff and town department use only.

All potential postings/displays must be submitted at the Circulation Desk, with the following information:

- The patron's name
- A contact email and/or telephone number for the patron
- The requested dates for the posting; the Library asks that patrons who post or display items return to collect those items promptly at the end of the timeline.

Requests will be reviewed and will be posted at the discretion of the Library Director or the staff member assigned to the maintenance of the bulletin board. The Director has the final authority to authorize postings.

Requests for postings/displays must meet the following guidelines:

- Be informative and general interest to the public
- Advertise educational, charitable or civic community events.
- Come from individuals, non-profit groups, or Town government

Notices of library and town events take precedence over notices from other individuals or organizations.

Commercial postings can be placed in a binder for patron perusal, but not posted.

The Reuben Hoar Library is not responsible for the security of a display unless specific pre-approval for the display is obtained from the Board of Trustees. When specific permission for a display is given by the Board of Trustees, the items in the display are covered by the Town's Insurance Policy. The Library will not be responsible for loss that is beyond the coverage provided by this insurance. A release to this effect will be signed by the person or group exhibiting prior to exhibiting.

The Library cannot hold display items past the agreed upon end date of the display/posting. It is the patron's responsibility to collect all items by this date. Uncollected items will be either destroyed (postings) or donated (displays).

Postings or displays in the library do not in any way constitute or imply an endorsement of the posting/display's content by the Reuben Hoar Library, the Board of Trustees, or library staff.

Approved by
Reuben Hoar Library Trustees
January 11, 2024