



BILLERICA PUBLIC LIBRARY
15 Concord Road Billerica, MA 01821

DISPLAYS, EXHIBITS AND BULLETIN BOARD POLICY

The Board of Library Trustees may allow use of the Library's exhibit space by individuals and groups for such civic, educational, philanthropic and recreational purposes it deems for the interest of the community. Exhibit space will be granted on an equitable basis to qualified individuals or groups, regardless of their beliefs or affiliations, provided the content of the display is within the broad standards of community acceptability.

The Library endeavors to present a broad spectrum of opinion and a variety of viewpoints, as it relates to displays and exhibits. As is the case with book selection, the Library will exercise judgment as to current usefulness or interest, authority and competence of presentation, importance as a record of the times, relevance to the collection and standards of quality in content and format. All sides of an issue deserve equal representation over time. In presenting displays and exhibits, the Library does not imply endorsement of the beliefs or viewpoints of their subject matter.

General Guidelines

1. Use of exhibit spaces for Library purposes takes precedence over other uses.
2. Exhibit spaces may not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising.
3. Religious proselytizing and partisan political recruitment are similarly prohibited; educational exhibits on these subjects are allowed.
4. No display materials will be offered for sale through the Library.
5. Permanent exhibits will not normally be accepted, although the Library itself may solicit exceptional materials if available without conditions.
6. The Library will not charge for the use of exhibit space.
7. Press releases or other promotion of the exhibit shall not imply endorsement of the viewpoints put forth in the exhibit. Publicity shall be written or approved by the Library.
8. Displays will be for a prescribed time with the owner responsible for installation and removal. The Library will not provide storage prior to its installation or subsequent to its removal.
9. The Library does not provide insurance coverage for exhibit items. Exhibitors are responsible for providing coverage for items exhibited or they exhibit at their own risk.
10. The Library reserves the right to determine which area in the Library will be used for any display.

The Library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit for violation of this policy. Acceptability of an exhibit is at the discretion of the Library Director, whose decisions may be appealed to the Board of Library Trustees.

Booking Procedures

Exhibit space may be booked through the Library Director's office or by a designee on a first come, first served basis. Exhibits may be booked up to one year in advance. The duration of most exhibits will be a month; however, the Library reserves the right to deviate from the one month rule when deemed appropriate.

Community Bulletin Board Policy

As a public information agency, the Library provides space on a bulletin board located inside the main entrance for the purpose of announcing items of general interest, which are non-profit in nature. Information on the bulletin board does not necessarily represent the views of the Library, its staff or the Board of Library Trustees and does not imply their endorsement.

General Guidelines

1. All postings must be approved (stamped and dated) by the Library Director or designee on duty. Any questionable posting will be brought to the attention of the Library Director who will make the final determination of appropriateness within the policy.
2. No posting may exceed 8" 1/2 X 11"
3. Postings may be displayed for up to three weeks prior to an event and will be removed immediately following the event. Due to space restraints, it is at the discretion of the Library Director to determine how long a posting for a series of events will remain.
4. Postings must state the specific date of an event and contact person.
5. Postings of any one event will be limited to one (1).
6. Commercial advertising or solicitation of any kind can not be accepted. Personal advertising for services or products is prohibited as well.
7. Inquiries regarding events and activities described on postings must be directed to the sponsors of the event, program, etc. and not to the library staff.
8. Priority will be given to community-sponsored postings.
9. Materials not suitable for posting on the Library's bulletin board may be considered "Give Away" materials.

"Give Away" Materials

The Library accepts flyers, newspapers, college and university class offerings and schedules, etc. for "Give Away" areas in the Library. These materials should be referred to the Library Director or a designee for distribution.

Revised and adopted by vote of the Board of Library Trustees May, 2002