

# **Pine Plains Free Library**

## **II.A. Use of Space Policy - Displays & Exhibits**

In keeping with its role within the community and its mission statement, the Pine Plains Free Library believes in serving the community as a source and focal point for reading and providing education in a variety of forms, to both children and adults. Such information may be in the form of free brochures, fliers, notices or posters, or displays and exhibits.

Displaying or exhibiting of collections or materials by the library does not necessarily indicate the library's endorsement of the issues or events promoted by the collection of material being displayed or exhibited.

### **Exhibits**

Exhibitors wishing to use display space are required to submit a completed "Request for Exhibit Space" form. Contact person(s) must notify the library 2 weeks in advance of display date.

Materials to be considered for exhibition are subject to the following guidelines:

- Designated, limited exhibit space is available to organizations and individuals engaged in educational, cultural, intellectual or charitable activities.
- Exhibits cannot in any way disrupt the normal routine of the library.
- All exhibits must be approved by the Library. It is at the sole discretion of the Library to approve or disapprove the "Request for Exhibit Space." The Library may request to view samples of the exhibit prior to approving or disapproving the request. Contact person(s) will be notified by mail or telephone to confirm request upon approval.
- The Library reserves the right to deny an organization's or an individual's request if the display is deemed inappropriate for general audiences. The Library facilities are public spaces which are used and viewed by community members of all ages. This factor will be a prime consideration in the approval or rejection of a display request.
- The Library reserves the right to make a final decision on the content and arrangement of all exhibits. The Library reserves the right to reject any part of any exhibit or to change the manner of the display if deemed necessary.
- Applications for the use of exhibit space will be honored on a first-come first-served basis and are limited to six weeks per calendar year for each organization or individual depending on demand.
- The Library can not assume responsibility for loss or damage of any items exhibited, as well as insurance liability for items on display, and the contact person must sign a release form before any item is placed in the library. Individuals, groups or organizations should check coverage provided by their own insurance policies.
- Exhibit items need to be properly prepared to be displayed.
- Exhibits are booked for a six week period. The Library is responsible for scheduling setup and removal dates. If the exhibitor does not bring the display to the Library within three days following the agreed upon setup date, the Library may cancel the exhibit.
- The setup and removal of exhibits is the responsibility of the exhibitor.
- The Library will not provide storage space and reserves the right to dispose of exhibits left after the conclusion of the exhibit period.
- No sales of exhibit work may be made on the Library premises. The displayer at their discretion, may leave business cards near the items displayed and/or may post a three and a half by five index card with the displayer's name, address (including e-mail or web site), and telephone number.
- The Library will not censor or remove a display, exhibit, or item because certain members of the community may disagree with its content. Those who object to the content of an exhibit may complete and sign the *Request for Reconsideration of Library Exhibit* form. This form must include the name and telephone number of the individual(s) making the request. It will be forwarded to the Library Director

and a decision will be rendered according to the policies established by the Library. Should a complainant wish to appeal the Director's decision, s/he must submit the *Appeal of Director's Decision* to the Board of Trustees for a final decision.

## **Public Posting**

Depending on available space, the Pine Plains Free Library may offer bulletin boards, tables, or racks that offer community information. .

Space is available under the following conditions:

- Priority will be given first to the library and FRIENDS announcements/publications.
- Postings may be of an educational, cultural or charitable nature. Campaign materials, commercial materials or materials resulting in personal gain are not permitted.
- The Library will give preference to materials that originate from local non-profit organizations, announcing of events occurring within 30 days, activities/services in a timely fashion and are of a suitable size of 8 1/2" x 11" and, in the case of handouts, the suitable quantity of fifteen.
- Staff must approve each item for posting or free distribution. Materials posted or left for free distribution without approval from the Library will be discarded.
- In order to keep the bulletin boards and literature racks and shelves neat and current, the Library reserves the right to:
  - determine where and how the item(s) will be posted or displayed.
  - limit the size and quantity of the item(s) to be posted or displayed.
  - limit the length of time the item(s) will be posted or displayed.
  - dispose of materials that have been posted or displayed when they reach their expiration.
- The Library assumes no responsibility for the preservation, protection, or return of materials posted or placed for free distribution.
- Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the library's role as a source of community information, including, but not limited to:
  - Partisan political material
  - Petitions
  - Solicitations
  - Surveys

The Board of Trustees reserves the right to make changes in this policy as it deems advisable and may cancel or withdraw permission for use of the Library facilities when, in its opinion, such action is advisable.

Adopted: September 15, 2009  
Amended: April 20, 2010  
Revised: March 25, 2013

# Pine Plains Free Library

## Request for Exhibit Space

Name of individual or organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Applicant's address:

\_\_\_\_\_

Contact person's telephone number: \_\_\_\_\_

Description of display (use back if necessary):

\_\_\_\_\_

\_\_\_\_\_

Preferred time frame for exhibit: \_\_\_\_\_

I have read and agree to abide by the Pine Plains Free Library's *Policy for Displays and Exhibits*. I understand that the Library may request to view a sample of the artwork/exhibit to be displayed prior to approving or disapproving the request. I understand that the Library accepts no responsibility for the preservation, protection or possible damage or theft of any item. All items placed on display are done so at the exhibitor's risk. An additional Display and Release form must be signed prior to the exhibit being placed on display.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For library use only:**

# Pine Plains Free Library

## Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Library for exhibit purposes only. I (WE) HAVE READ the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the Library, I hereby hold them harmless and release said Library from responsibility for loss, damage, or destruction while they are on the Library property.

On the dates of: \_\_\_\_\_

Description of materials loaned:

\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**May be sent to: Pine Plains Free Library, PO Box 325, Pine Plains, NY 12567**

# Pine Plains Free Library

## Request for Reconsideration of an Exhibit

All library users are encouraged to read the library's Exhibit Policy before submitting this request.

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Phone: \_\_\_\_\_

Representing: \_\_\_ Yourself \_\_\_ Organization (Name) \_\_\_\_\_

Type of material to be reconsidered: \_\_\_ Exhibit \_\_\_ Item in Exhibit \_\_\_ Bulletin Board Flyer

Please describe the exhibit/item:

\_\_\_\_\_

\_\_\_\_\_

To what in the exhibit do you object? (Please be specific):

\_\_\_\_\_

\_\_\_\_\_

Did you view the exhibit in its entirety? \_\_\_ Yes \_\_\_ No

If not what part was viewed?

\_\_\_\_\_

Although you object to this exhibit/material, does it have any merit?

\_\_\_\_\_

What action would you like the Library to take concerning the exhibit?

\_\_\_\_\_

\_\_\_\_\_

Your request will be carefully considered by the Library Director who will notify you of her decision within 3 working days from receipt of your request. A response will be made by phone or email and ultimately in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**May be sent to: Pine Plains Free Library, PO Box 325, Pine Plains, NY 12567**

# Pine Plains Free Library

## Appeal of Director's Decision

All library users are encouraged to read the library's Exhibit Policy before submitting this request.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Representing:  Yourself  Organization (Name) \_\_\_\_\_

Type of material to be reconsidered:  Exhibit  Item in Exhibit  Bulletin Board Flyer

Please describe the exhibit/item:

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To what in the exhibit do you object? (Please be specific):

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Did you view the exhibit in its entirety?  Yes  No

If not what part was viewed?

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Although you object to this exhibit/material, does it have any merit?

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Have you previously submitted to the Library Director a request for reconsideration of this exhibit?

Why do you believe the Director's decision should be overturned by the Trustees?

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Your request will be carefully considered by the Library Board of Trustees at their next regular meeting. You will be notified in writing of their decision.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**May be sent to: Pine Plains Free Library, PO Box 325, Pine Plains, NY 12567**