

# ***PERRY PUBLIC LIBRARY***

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*Make It Part of Your Day*

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## Exhibit & Display Policy

As a community resource, Perry Public Library devotes building space, where available, to providing information about the library, its programs and other community groups to extend the Library's role as a cultural, educational and community-centered institution. By hosting exhibits and displays, the Library both provides individuals and groups with a means of public expression and also makes those public expressions available to the community.

The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the Library, thus ensuring use of these spaces in a manner that is consistent with the Library's other service objectives. Space is made available to agencies and individuals other than Perry Public Library, provided both that such displays do not conflict with regular Library services and programs and that they conform to the policies and procedural guidelines outlined below. The Library reserves the right to designate and limit space, size and location of displays or exhibits.

Such information may be in the form of free brochures, fliers, notices or posters. Policies for each of these types of exhibits and displays are outlined below, and follow guidelines set out in the American Library Association's Library Bill of Rights:

- Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Materials should not be proscribed or removed because of partisan or doctrinal disapproval
- Exhibit space should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Perry Public Library welcomes the use of its display areas by the public. In general, Perry Public Library does not accept exhibits of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. The Library does not accept any material being offered for sale to the public unless the proceeds directly benefit Perry Public Library.

There is no charge for the use of display facilities, and permission to a group to use the facilities does not in any way constitute or imply endorsement of its beliefs, policies, or programs by a Library official or by the Perry Public Library Board of Trustees.

Organizations or individuals that violate the terms of the Library's display and exhibit guidelines may be refused future use of the facility.

### **Public Notice Bulletin Board**

1. Priority shall be given first to Perry Public Library and Friends of Perry Public Library.
2. For public notices of community interest, a community bulletin board is available to non-profit, advocacy, and/or civic organizations sponsoring charitable, cultural, educational, and/or recreational events and to profit-making groups sponsoring these types of events in the public interest. All events posted must be open freely to the general public. Campaign materials, commercial materials or materials resulting in personal gain are not permitted.
3. Perry Public Library has the right to review the notice before it is posted. The Library does not accept notices that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. A decision not to accept a notice may be appealed to the Board of Trustees.
4. Space permitting, there is no limit to the number of different notices an individual or organization may post at the library in a given year.
5. Notices may remain posted for as long as information is current.
6. Notices posted become Library property and will be discarded when information is no longer current or at the discretion of the Library staff.
7. Items to be posted must be neat and clearly readable and must not exceed 11"x17".
8. Arrangement of the board(s) is the responsibility of Library staff.
9. Notices posted in violation of this Policy will be removed and discarded.

### **Displays of Library Materials**

1. Perry Public Library staff schedules and prepares displays of library materials to make materials more accessible to users, to feature different segments of the library collection, and to increase or reflect awareness of current local regional, or nation issues and/or events.
2. Displays may be arranged in conjunction with library programming and other exhibits in the library.
3. Displays are changed frequently. Circulating materials may be borrowed directly from the display.
4. Suggestions for materials displays may come for staff, patrons, current news headlines, etc. The two main criteria for selecting topics are the availability of related materials and the level of perceived interest for library users.