



Policy for Displays and Exhibits, Bulletin Board and Distribution of Non-Library Materials

Scope

Gates Public Library is committed to providing access to educational, informational and cultural resources to the community. The library encourages the community to connect and engage one another through the sharing of these resources utilizing the library's designated spaces for members of the community to stay informed, learn new perspectives, and discover new ideas. The library invites community individuals and nonprofit entities through the use of the library's display case(s), community bulletin board, atrium slat-wall including distribution of non-library materials as approved by the library director.

The following guidelines must be adhered to with an eye for appealing to the wide variety of interests in the Gates community.

The library will not display: commercial or for-profit materials; materials endorsing or promoting a specific political party, candidate, or position; or materials that proselytize. The Library does not implicitly endorse items or materials included in displays or exhibits.

Displays and Exhibits

Library display cases and exhibits are intended to showcase special projects or collections that interest and inspire community patrons. Display cases and the atrium slat-wall will be available first to the Library and then to approved applicants as space and time allow.

Use of library display areas are available to approved applicants as scheduled by the library for a duration no longer than one month at no charge, nor will exhibitors be compensated. Works may not be displayed for sale for the duration of the exhibit; however, business cards may be included in the display.

Exhibitors are responsible for set up, arrangement, and take down of the exhibit. Library staff may not be available to assist. All publicity of the exhibitor may only name or use the Gates Public Library as a site location for the display.

The library is not responsible for any loss or damage. Individuals or entities using the display spaces are required to sign a waiver releasing the Library from any such claims.

All inquiries and applications can be submitted to the Assistant Library Director, Mike Boedicker at 585-247-6446 during library hours of service or email mike.boedicker@libraryweb.org.

(Cont.)

Bulletin Board Materials

The community bulletin board is available to a limited number of items on a first-come, first-served available space basis. Posters will be given priority to educational, cultural, or community-based events sponsored by nonprofit and non-partisan organizations. 8 ½ x 11 Poster size is preferred as space may be limited. Events must be on a specific date and time and will be displayed as space and reasonable time permits. Open-ended advertisements will not be displayed.

Community members may submit bulletin board materials to staff at any service desk and Business Services will display materials that fit the criteria as space and time allow. Any materials not displayed or posted by Library staff will be removed and discarded. The Library is not responsible for used or unused materials.

All other boards and display areas are reserved for library use. Library use can include occasional displays from Gates educational institutions or groups.

Distribution of Non-Library Materials

Library distribution of free literature supplied by other organizations and agencies following the same guidelines and restrictions covered by this policy, and is limited to allotted space. Community members may drop off non-library materials to staff at any service desk and Business Services will display pamphlets and fliers that fit the criteria as space and time allow. Any materials not displayed or posted by Library staff will be removed and discarded. The Library is not responsible for used or unused materials.

Appeals

The Library Director will make final decisions about what the library will and will not display. Gates residents may bring appeals of these decisions to the library's Board of Trustees during their regularly scheduled monthly meetings. For specific dates and times, please contact the library or visit the program calendar at gateslibrary.org

Art Display Policy Approved and Adopted: April 16, 2014 | Library Bulletin Board and Display Policy
Reviewed: January 15, 2014

Combined policies and revised: February 15, 2021; Board approved February 25, 2021.

Exhibit and Display Agreement, Waiver and Release

I, _____, hereby understand and agree to abide by the guidelines of the Gates Public Library Policy for Displays and Exhibits, Bulletin Board and Distribution of Non-Library Materials. I accept that neither the library nor the Town of Gates carries insurance to cover any loss of or damage to such items resulting from theft, fire, or any other cause. I, the undersigned, hereby waive any and all claims which I may now or hereafter have against the Gates Public Library or the Town of Gates or any of its officials or employees by reason of any loss of damage to such items of my personal property displayed in the display cases, and I hereby release the Gates Public Library and the Town of Gates and any of its officials or employees from any such claims.

Name: _____ Date: _____

Address: _____

Organization (if applicable): _____

Phone Number: _____

Email: _____

Name and description of Display/Exhibit:

Requested month for display (include specific duration with dates): _____