



Policy for Displays and Exhibits, Bulletin Board, Distribution of Non-Library Materials, Nonprofit Donation Drives, and Tablings

Purpose and 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 individuals to stay informed, learn new perspectives, and discover new ideas. The Library invites community individuals and nonprofit entities to use the library's display cases, community bulletin board, and atrium slat-wall, and allows for the select distribution or collection 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, exhibits, or distributions.

Displays and Exhibits

Library display cases and exhibits are intended to showcase special projects or collections that interest and inspire community patrons. The Library exhibits artwork or collections that, in its judgment, are appropriate for a public building open to all ages. 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.

Applications are available on the library's website (<https://gateslibrary.org/displays-and-exhibits/>) and at the Circulation Desk.

(Cont.)

Bulletin Board Materials

Community bulletin boards are available to display a limited number of items on a first-come, first-served available space basis. Priority will be given 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.

Nonprofit Donation Drives

The Library allows limited government and nonprofit organizations to have collection bins on library premises for drives for coats, school supplies, pet food, nonperishable food, and similar items.

- Organizations must be official nonprofits registered with the applicable government entity or be a function of local, state or federal government.
- Organizations may not collect money or financial donations at the library.
- Only nonperishable items will be collected.
- The Library will provide the collection bins. Organizations will provide a description of the items to be collected and signage that includes the organization contact information.
- Bins may remain in the library for no longer than a month.
- Organizations will be considered on a first come, first served basis and as space allows.

Organizations may submit requests to have a Nonprofit Donation Drive at the Library by writing to the Library Director at gates.library@libraryweb.org.

Nonprofit Information Tables (Tablings)

The Library allows limited government and nonprofit organizations to set up an information table in the atrium for the purposes of distributing information and answering questions from the public. The focus of these information table events will be related to core library services such as: education/literacy, workforce development, government/social services, and healthcare. The Library will be solely responsible for determining the length of time and frequency of nonprofit information table events.

- Organizations must be official nonprofits registered with the applicable government entity or be a function of local, state or federal government.
- Organizations may not collect money or financial donations at the Library.
- Tables must be staffed by a representative from the nonprofit for the duration of the information table event.
- Nonprofit representatives may not solicit Library users for an interaction, they must wait for library patrons to approach the table and initiate the conversation.

Organizations may submit requests to have an information table event in the library by writing to the Library Director at gates.library@libraryweb.org.

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.

Revisions approved and Form added: December 20, 2023

Section on Nonprofit Donation Drives and Nonprofit Information Tables approved: November 19, 2025

Exhibit and Display Agreement, Waiver and Release

By completing and submitting this form, you understand and agree to abide by the policy above. You 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. You, the undersigned, hereby waive any and all claims which you 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 your personal property displayed at the Library, and you hereby release the Gates Public Library and the Town of Gates and any of its officials or employees from any such claims.

An online version of this form, located at <https://gateslibrary.org/displays-and-exhibits>, may be completed and submitted.

Name: _____ Date: _____

Address: _____

Organization (if applicable): _____

Phone Number: _____

Email: _____

Which do you wish to use? (Check one) Display Case Slatwall

Name and description of Display/Exhibit:

Requested month for Display/Exhibit (include specific duration with dates): _____

Please attach representative photo samples of the items you wish to display. The Library exhibits artwork or collections that, in its judgment, are appropriate for a public building open to all ages.

If completing a printed version of this form, please submit it to Library staff at the Circulation Desk, or mail it to:

Exhibit/Display Request
c/o Assistant Director
Gates Public Library
902 Elmgrove Rd., Rochester, NY 14624