

Richmond Memorial Library	Section:
Manual Name: Library Policy Manual	Date Issued:
Section: Library Displays, Exhibits, and Bulletin Boards	Date Created/Revised: 06/10/2024

Purpose:

The Richmond Memorial Library provides space to the community for displays, exhibits, and bulletin boards to further the library’s intent to bring people and information together. A policy governing library displays, exhibits, and bulletin boards is hereby established.

Policy:

Community bulletin boards and exhibit spaces shall be available to all persons and groups free of charge, for any purpose consistent with the laws of New York State, the ordinances of the City of Batavia, and the library’s policy and procedure manual, however, nonprofit organizations will take precedence.

The Richmond Memorial Library makes its display areas and bulletin boards available to the public, but neither approves nor disapproves of any viewpoint expressed by the users of the display areas or bulletin boards. The library does not endorse any goods or services, makes no representation as to the accuracy of information, and assumes no liability for the quality or safety of any goods or services which may be the subject of postings or displays.

Bulletin Boards

Library staff may receive posters or flyers announcing public events, seminars, or courses in Batavia, or the surrounding area. These will be submitted to the library staff for approval. If a staff member is unsure as to whether it should be posted, they will submit it to the Director. Priority will be given to Batavia events if space does not allow for all postings received by the library. The following categories of items shall not be posted or displayed:

- Advertisements of personal services or products of commercial concerns
- Religious tracts
- No posters larger than 11 x 17 inches
- Petitions
- Campaign literature
- Boxes or receptacles which solicit donations

In addition:

- a. The library reserves the right to refuse to post, and the right to remove announcements, posters, displays, or exhibits which, in its judgment, do not meet the above criteria.
- b. The library reserves the right to establish certain bulletin boards and display areas for certain purposes.
- c. The library reserves the right to establish reasonable time limits of no less than one week and no more than thirty days for any announcement, poster, or display.
- d. The Display Agreement & Inventory Form must be completed and approved by the Director before items are displayed or exhibited (except for bulletin board items).

Description of Exhibit Space

- Locked display cases in front entrance.
- Open space for free-standing exhibits (free-standing exhibits may be displayed in areas of the library that do not interfere with library services. Requests for free-standing exhibits will be reviewed on a case-by-case basis by the Director.)
- Gallery Room wall space for exhibiting artwork. Pricing guides for the works cannot be displayed, but artist contact information can be listed.

Exhibits in the Gallery Room

1. Prior to display, all exhibits must be approved by the Director. The final authority for approving all exhibits is the Library Board of Trustees. The Richmond Memorial Library reserves the right to prohibit any person or group from displaying exhibits in the library.
2. All exhibits shall be set-up and removed on the dates agreed upon by the library and the artist. A library representative may supervise the set-up and removal of all exhibits.
3. All exhibits must conform to the space restrictions of the display areas. Exhibits to be hung on walls or display panels shall be done so securely and under the guidelines of the library using only materials approved by the library.
4. Prior to displaying, all exhibitors must sign a waiver form that releases the library from any responsibility for loss or damage to an exhibit displayed at the library.
5. Exhibits in the meeting room shall be available to the general public. No meetings shall be interrupted to set-up or remove any exhibit while a meeting is in session.
6. Display reservations are not transferable to another person.
7. Library use of display areas takes precedence over any other use and the library reserves the right to, without notice, cancel the use of display areas by outside exhibitors if the Director or Library Board of Trustees determines that the display space is needed for library purposes.
8. Displays areas are open to the public and viewable by individuals of all ages, including children. Material provided for display must be appropriate for viewing by all ages. Displays may not include anything illegal, obscene, sexually explicit, or harmful (i.e. toxic items, moldy items, etc.). The Library reserves the right to reject any display in whole or in part.

RICHMOND MEMORIAL LIBRARY

Display Agreement & Inventory Form

I, _____ of _____ intend to display the following items at the Richmond Memorial Library from _____ to _____.

Item Description:

I understand that the Richmond Memorial Library assumes no liability or responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library for exhibit are placed at the owner's risk. I further understand that the display will not be installed nor removed until a mutually agreed upon date and time. In addition, only persons authorized on the initial application form will make changes or remove a display.

Signature _____ Date _____

Approved _____ Date _____

Please refer to the Procedure Guide provided to you when booking your exhibit in the Gallery Room as to the acceptable techniques for hanging your artwork. If you have any questions, please see a staff member at the Circulation Desk.

Approved by Board: 6/10/2024