

Policies

DISPLAYS, EXHIBITS, POSTING AND DISTRIBUTION OF MATERIALS

Approved: 2/9/1983.

Reviewed and Revised 2/19/2003, 10/20/2010, 5/20/2015. Reviewed 12/17/2008, 9/16/2020; 05/21/2025.

Review Date: 2030

The Library encourages the community to use Library facilities for displays and exhibits. However, all displays are subject to the following:

1. Displays, exhibits, pamphlets, brochures, and posters placed in the Library must be educational, cultural, or informative and must be approved by the appropriate Department Head prior to set-up or distribution. Library staff reserve the right to reject any exhibit in full or in part. The Library Director is ultimately responsible for what is displayed or distributed.
2. The Library has limited display and materials distribution space. Library displays or displays related to Library goals and objectives, including Community ArtShare exhibits, are given precedence when scheduling exhibits. The Library reserves the right to reschedule non-Library organization exhibits and displays when space is needed for Library purposes.
3. Any posters displayed must be of reasonable size, weight, and quality.
4. All displays, exhibits, brochures, posters, etc. will be accepted on a “first-come, first-served” basis as space permits. Exhibitors are expected to deliver and pick up items at times specified.
5. The Library will make a reasonable effort to protect material displayed but cannot be responsible for any items lost, damaged, or stolen while on exhibit or display. Beyond Books: Community ArtShare exhibitors will be required to sign a “Beyond Books: Community ArtShare Release Form” before items will be put on display.
6. One-person arts or craft displays will be used if space permits and if the display is judged by the appropriate Department Head/Director to have sufficient community appeal.
7. Political, persuasive, or partisan displays are not permitted unless all sides of an issue are equally represented. Exhibits and displays may not involve the sale, advertisement, solicitation or promotion of commercial products. This provision does not exclude sponsored exhibits, approved art exhibits, exhibits primarily informational in content, or exhibits containing advertising that involve multiple beneficiaries. Displays of religious materials of a particular faith or sect are not usually accepted. Posters for established church-sponsored events are permissible if they announce only event information such as time, date, and place.

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8. Flyers, brochures, pamphlets, etc., accepted for distribution on Library premises must meet the same criteria set forth above. ~~In no event will~~ Library employees are not allowed to participate in the distribution of any non-Library-generated publications on library property during scheduled work hours.
9. Displays in meeting rooms are subject to the Library's Meeting Room Policy.
11. The Library Board reserves the right to remove displays, brochures, exhibits, flyers, etc. if the above criteria are not met. The Library reserves the right of refusal to anyone who violates these regulations.
12. The presentation of any display or exhibit does not imply an endorsement of its content by T.B. Scott Free Library, its Trustees, or staff.
13. The exterior electronic sign is intended to be used primarily for the promotion of library events, services, programs and information. However, at the discretion of the library Director or her/his designee, and as staff time permits, other events of a nonpartisan, noncommercial nature of interest to the entire community may be included on the sign. Library-related content takes precedence over non-Library content.