

**EDWARD F. OWEN MEMORIAL LIBRARY
BULLETIN BOARD & DISPLAY POLICY**

The bulletin board at the Edward F. Owen Memorial Library is made available for the posting of community announcements and events by groups or individuals. Limited space generally allows only short term posting.

Library materials take priority over community and individual announcements.

Non-profit, cultural, educational, humanitarian, employment, commercial or other community postings for events or activities will remain posted, as space allows, until the event, or deadline for registration for the event, has passed.

Notices that are not date sensitive may be posted for up to three months, space permitting. Library staff will be responsible for posting and removing notices.

The presence of a poster, brochure, flyer or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the viewpoints expressed.

The bulletin board is located in a public space, so postings must be appropriate for viewing by all ages. No nudity or profanity is allowed.

The Edward F. Owen Memorial Library welcomes the opportunity to allow community groups and individuals to use the display case in the library as part of its mission to provide a wide range of information and materials, and to encourage and support the civic, intellectual, and cultural pursuits of the community. Space is provided for displays exhibiting works of area artists and personnel collections. Display area may also be used for materials from the Library's collection, or to publicize library services, collections, or activities.

Exhibit Guidelines

- * All materials are displayed at the exhibitor's own risk.
- * The exhibitor is responsible for installing and labeling the exhibit.
- * All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library.
- * The library has the right to remove exhibit materials if they are not picked up by an agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days of removal.
- * The exhibit areas are open to the public only during the regular open hours of the library.
- * Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

Adopted by the Library Board of Trustees
3/29/2021