



**TERRYVILLE PUBLIC LIBRARY 238 MAIN STREET, TERRYVILLE, CT 06786 860-582-3121**

## **Displays, Bulletin Boards and Handouts Policy**

The purpose of the bulletin boards and display areas is to provide the residents of Plymouth and surrounding communities with information on cultural, educational, civic- and service-oriented programs and resources. The library reserves the right to reject materials deemed inappropriate. All such resources will be placed in the library at the discretion of the Library Director based on space available, date of the event, and length of time the library has displayed the material. Acceptance and display of materials does not constitute or imply endorsement by the library, the Town of Plymouth or the Library Board of Trustees. The library will make every effort to protect materials displayed or exhibited but cannot assume liability for the items. The library reserves the right to remove or discard any item.

### **Material Guidelines**

In order of priority, the library will display materials for sponsored library events, materials pertaining to local government, non-profit organizations and schools, non-profit events, other Connecticut libraries, state and federal government resources and cultural, literary or consumer information. Materials may be posted for up to a month and must be removed after the event.

The library will not accept campaign literature, petitions, religious or commercial materials. Collection boxes will be accepted from Town or non-profit sponsors only if space is available. Fundraising is limited to specific library purposes.

### **Entrance Areas**

The only signs permitted on the entry doors or windows are those that provide information about the library and its services. All other items will be removed.

### **Display Cases and Art Display Bulletin Board**

The library encourages local artists and crafts persons to share their talent with the community. Displays will be approved and scheduled as space permits. The sponsoring group or individual is responsible for creating the display, setting it up and removing it before the next scheduled display, and providing the library with background information suitable for press release. Exhibitors may display contact information and may leave a price list at the desk. However, the library will not in any way participate in the sale or conveyance of items on display. If an item is sold, the exhibited material may not be removed until the exhibit has ended; No works of art may be removed during the exhibit period.

**Handouts or Community Publications**

The library will display handouts from non-profit sources and multiple copies of local community publications as space allows.

**“Community Resources” Board**

Items on this board are limited to free or reduced cost human services options. These include notices of support from the clothing pantry, food pantry, health services, support groups, and local, state and federal support resources and services, and events providing information for such resources.

**“Our Community and Beyond” Board**

Items posted on this board are to announce community cultural, educational, civic and service events. If space allows, personal advertisements such as child care services, local tag sales or apartments for rent will be allowed.

**Pamphlet and Newsletter Displays**

In designated areas throughout the library, staff will display brochures and pamphlets that meet the resource criteria listed above. These may include information regarding non-profit organizations, museums, parks, schools and colleges, state and federal resources, and health and consumer resources.