

320. DISPLAY SPACE POLICY

The Seekonk Public Library has an obligation to inform the people it serves about the resources and programs it offers. The library is also committed to informing Seekonk residents about activities and events taking place in the community. The library's bulletin boards, wall and floor space, and adjoining grounds are all considered to be *library display space*, and the use of this space is governed by this policy and other rules authorized by the Board of Library Trustees.

This display space is primarily for use by the library to promote its programs and services. The library director may grant permission to other non-profit, community organizations or town departments to use the display space when these are not scheduled for use by the library. The Seekonk Library Trust and the Friends of the Seekonk Public Library, which are non-profit organizations that exist to support the library, shall be given preference over all other organizations when scheduling use of the display space.

All displays or signs installed in the library's display space by outside groups must be compatible with the broad mission of the library to inform, educate, and support the improvement of the quality of life of Seekonk residents. Displays may not promote the private financial or commercial interest of an individual or group, nor may they advocate a particular political, religious or public policy viewpoint. The library director shall determine if the content of a display complies with the above criteria. The Board of Library Trustees authorizes the library director to establish appropriate rules and procedures to implement this policy.

Any display materials (posters, flyers, handouts) must be given to a library staff member to post. Display materials will be posted for a maximum of one month and removed from display space(s) when expired. Once removed, display materials will be discarded; the library cannot return display materials. Display materials posted without permission will be removed and discarded.

Neither the Library Board of Trustees nor the Town of Seekonk can be held responsible for any damage, loss, disappearance or theft of any artwork, exhibit item, or other part of an exhibit.

The Library does not insure any exhibits and all work is displayed at the exhibitor's risk.

All exhibitors must sign a waiver accepting full responsibility for the safety of any items in the exhibit.

Neither the Seekonk Public Library nor the Town of Seekonk is responsible for any financial damages or bodily harm caused by, or related to, the exhibit.

The Library reserves the right to disassemble an exhibit should unforeseen circumstances arise or in the event the artist does not do so by an agreed upon date.

People who believe that they have been improperly denied use of the display space may appeal the Director's decision in accordance with library policy on appealing the denial of services.

Distribution, display, or posting of materials in the library does not indicate endorsement of the events, issues, or services promoted by those materials.

Originally Approved: 4/16/14

Amended: 5/17/23

Last Reviewed: 6/17/20; 5/26/21; 5/17/23; 4/17/2024

321. Application to Use the Library's Display Spaces

Are you applying on behalf of *(Please check one.)*

- a non-profit or community-based organization
- a business or business organization
- an individual or individuals

Name of the Applicant: _____

Address: _____

City, State & Zip: _____

Applicant's Telephone: _____

Applicant's Email Address: _____

Name of the Contact Person for the Business or Organization: _____

Contact's Telephone: _____

Contact's Email Address: _____

When would you like to use the display spaces? *(Please specify a month and year.)*

(First Choice) Month : _____ Year: _____

(Second Choice) Month : _____ Year: _____

Are you a Seekonk resident or does your organization serve people in Seekonk?

- Yes
- No

Have you used the library display spaces in the past two years?

- Yes
- No

Have you received, read and understood the Library's Policy on use of the display spaces?

- Yes
- No

Please briefly describe what you wish to put on display and your purpose for doing so. Please feel free to attach photographs, printed materials or list your website. Please also note any awards or prizes that you or your organization may have received.

By signing this form you agree to the policy of the use of public displays and exhibits at the Seekonk Public Library and are aware that the library can assume no responsibility for any loss or damage that might occur while your materials are on display and that the library holds no insurance to cover said risks,

Signature of Applicant or Representative

Date

The application was received on _____ by _____.

Approved by the Director _____ on _____

Signature

Date

Last Amended: 5/22/24