



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
P: (978) 827-4115
F: (978) 827-4116
library@ashburnham-ma.gov

Exhibit and Display Policy

The Stevens Memorial Library devotes space, where available, for the purpose of featuring library materials and programs, providing information about community groups, and exhibiting works of individual artists, craftspeople, and collectors. This space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

CONTENT:

Since the library is a repository of all types of knowledge and information, almost any material can potentially be the subject of a library exhibit. Treatment of the exhibit materials rather than the nature of the materials will be a determining factor in their suitability for display. The materials and information in the exhibits may represent controversial points of view, however exhibitors are encouraged to remember that the library is a space that is open to all, and should consider the diversity of its audience (especially the presence of children) before applying to display materials.

In keeping with constitutional safeguards and the Library Bill of Rights, the library makes no effort to censor or amend the content of an exhibit, except as it relates to the display of pornography (due to the accessibility of all spaces to children) or illegal items. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the library's exhibit regulations.

SOURCES: The library itself is a primary source of exhibits featuring materials, programs, local and current history, etc. Any individual, organization, or commercial establishment may use exhibit space subject to library regulations.

REGULATIONS:

1. Exhibits must be reserved in advance, especially when the exhibit is designed to celebrate a particular date, such as an organization's anniversary or a national observance.
2. The exhibitor must sign an agreement to comply in good faith with the following conditions:
 - a. Assume the risk of loss of or damage to materials exhibited as no insurance is provided.
 - b. Assume responsibility for installing, hanging, and labeling the exhibit on the agreed upon date.
 - c. Remove the exhibit promptly on the agreed upon date. (The display period is normally for one month, coinciding as closely as possible to the beginning and ending of the month.)
 - d. Give the library the right to remove exhibit materials that aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days. Not picking up materials by the agreed upon date will negatively impact the exhibitor's opportunity to use library space again.
 - e. Identify the exhibitor(s) by name within the display.
 - f. Refrain from commercial advertisement. Prices of items for sale may not be posted. Exhibit materials sold during the display period may not be removed before the end of the exhibition.
 - g. Submit a complete exhibit inventory to the director no later than the time of installation.
 - h. Supply the library with biographical material and descriptions of the display for use in library publications when space permits.

Approved by Library Board of Trustees, April 2016



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3. An individual or organization may be limited to one exhibit per year. An exhibitor should have new materials to exhibit when requesting another booking.

DISCLAIMER: A notice is to be posted with each exhibit stating: *The material within this exhibit is the presentation of the individual or organization named in the display. The library does not advocate or endorse the viewpoints of exhibits or exhibitors.*

PUBLIC BULLETIN BOARDS: As a public service, the library has three bulletin boards (Ashburnham announcements, regional announcements, commercial announcements). Posters and announcements must be submitted to the library staff for display. Subject to limitation of space, announcements will be posted according to the following regulations:

1. The library posts notices and information, including ticket information, for events of cultural, informational, and civic interest. Events must be occurring within the next month, although exceptions may be made at the sole discretion of the library director.
2. Notices of a purely commercial nature are only permitted on the business board, regardless of where the business is located.
3. Undated materials such as hotline posters and social service announcements will be displayed as space permits. It is suggested that agencies monitor the condition of their announcements and supply the library with clean copy when necessary.
4. Items to be posted must be neat, clearly readable, and not exceed 15" x 30" maximum.
5. The library will make every attempt to leave undated postings on the board for a minimum of two weeks. All notices will be removed after one month or the date of the event, whichever is sooner.
6. Allowing notices of any sort to be posted on the library's bulletin boards does not imply affiliation with or endorsement of the organizations posting. The library provides the boards as a public service.

ADDITIONAL DISPLAY SPACES: The library occasionally has other display space available, such as the circulation desk area or other counter spaces. This material will be displayed solely at the discretion of the library director. Announcements by other Town departments, including the Ashburnham-Westminster Regional School District will be prioritized, and then announcements from other Ashburnham nonprofits will be considered. The material of other organizations will be displayed as space allows.