

MNG-11 DISPLAY OF NON-LIBRARY MATERIALS ON EASELS & CART

- **Policy Statement:** Recognizing that local individuals and organizations wish to display promotional or event related materials in the Library, the Library designates specific areas for such materials. The Library provides space for these materials as a public convenience and not as a public forum. The Library, acting through its Library Director, at its discretion, may decline to include a presented item or items. The Library Director's decision to decline an item for display is final and not subject to appeal. Acceptance of a presented item or items does not constitute or imply endorsement by any library official or by the Board of Trustees of any beliefs, policies or programs expressed therein. This policy may be amended by a majority vote of the Board of Library Trustees.

- **Regulations:**
 1. The Library designates specific locations for use of display cart and easels.
 2. The Library prescribes the size and type of display materials. Items must be neat, readable, and non-hazardous. Posters should not exceed 2' x 3', bulletins should not exceed 8 ½" x 11".
 3. Space on a display cart or easel will be reserved on a first come, first served, basis. In the event of a conflict, preference will be given to Hingham events, non-profit organizations and individuals at the sole discretion of the Library Director.

- **Procedures:**
 1. Individuals or organizations wishing to display materials must reserve the cart or easel space in advance. Display space may be reserved for no longer than 2 weeks.
 2. All items for display must be delivered to the Reference Desk for review and processing.
 3. Items to be displayed on designated easels will be posted by Hingham Public Library staff members. Materials to be placed on display cart may be posted by staff members or representatives of the event in question.
 4. A name and telephone number should be left on any and all materials used for display.

5. Any materials used on a display cart or easel will be retrieved by the patron or organization on the last day of display, otherwise their safe return cannot be guaranteed.
6. Hingham Public Library is not responsible for any damage or theft of materials used for display.
7. Materials older than 30 days may be discarded.

Pending approval by Board of Trustees
Prepared 3-20-08