



DISPLAY & EXHIBIT POLICY

As a resource for community information, Dansville Public Library supports the free flow of information and the exchange of ideas. To that end, the Library provides physical spaces for exhibits, displays, and the distribution of community information.

This policy provides a basis for the display of Library materials by Library staff and informs the public about the principles and criteria upon which these decisions are made. The Library will refrain from posting advertisements of products or services offered by for-profit organizations or individuals, and retains the right to remove posted materials that violate this policy.

All materials intended for exhibit or display by Library staff or the public must be submitted to the Library Director or their designee for review and approval. Approval is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the submitting individual or organization. Approval of an exhibit, display, or distribution of materials by the Library does not constitute Library endorsement of the materials, ideas, events, or causes publicized. The Library assumes no responsibility therein.

The Dansville Public Library Board of Trustees endorses the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements.

COMMUNITY BULLETIN BOARD & FREE DISTRIBUTION OF MATERIALS

The primary purpose of the Library's bulletin boards and space for free distribution of handouts and flyers is to display materials of educational, cultural, charitable, civic, or recreational interest to the community.

- Due to limited space, priority will be given in the following order:
 1. Library-sponsored or co-sponsored events and services
 2. Government and local public agency notices: Official announcements from federal, New York State, county, and local government entities
 3. Local non-profit, civic, cultural, and educational organizations
- The Library will accept for posting or free distribution only those materials that meet the following criteria:
 - **Public Interest:** Content must be of broad interest to the community.
 - **Clear and Concise:** Notices should be easy to read and understand.
 - **No Personal Notices:** The bulletin board is not for personal messages (e.g., birthday greetings, personal advertisements).
 - **Legal and Appropriate:** Materials must comply with all applicable federal, state, and local laws. Content that is obscene, libelous, hateful, or incites violence is prohibited.
 - **Non-Commercial:** Materials promoting commercial products or services, solicitations for funds (except for Library-approved fundraising), or personal services are not permitted.



This includes, but is not limited to, items for sale, "help wanted" advertisements (unless from a non-profit organization for a community benefit), and business advertisements.

- **Non-Partisan/Non-Political:** Materials endorsing or opposing the election of any candidate for public office, or materials endorsing or opposing the adoption of federal, state, or local legislation, are strictly prohibited. The Library will not serve as a forum for political campaigning or advocacy.
- **Non-Religious Proselytization:** While notices for events held by religious organizations are permitted if they are open to the public and of general community interest (e.g., a community fair), religious tracts or materials whose primary purpose is proselytization are not permitted.
- Only authorized Library staff may post or remove notices.
- Materials must be clearly dated and include the name and contact information (phone number or email address) of the sponsoring organization or individual.
- The Library reserves the right to limit the size, number, and duration of postings due to space constraints.
- The Library assumes no responsibility for the preservation or protection of any materials submitted for posting or free distribution.
- Dansville Public Library does not endorse or vouch for the accuracy of the information contained in materials posted on its public bulletin boards. All postings are for informational purposes only.
- Postings will be removed when they are no longer timely, when space is required for more current items, or if they violate this policy. The Library reserves the right to remove any posting at any time without notice. Materials will not be returned.
- Library staff must approve each item for posting or being made available for free distribution. Items posted or left for free distribution without approval will be removed and disposed.
- Any individual or organization whose submission is denied for posting or whose material is removed may appeal the decision in writing to the Library Director within five business days of the decision. The Library Director will review the appeal and provide a written response within 10 business days of receipt of the appeal. Further appeals may be directed to the Library Board of Trustees.
- Failure to comply with this policy may result in denial of posting or distribution privileges.

PUBLIC EXHIBITS

The Dansville Public Library celebrates art, crafts, and exhibits as a source of learning, discovery, and connection. The Library provides exhibit space to enhance the Library environment, promote community engagement, and provide educational and cultural enrichment for Library users.

- Exhibitors wishing to use display space are required to submit a completed **Exhibit Submission Form**. Contact person(s) must notify the Library 2 weeks in advance of display date. Materials to be considered for exhibition are subject to the following guidelines:
 - Requests for display space may be made by the public via email at dansvilleLibrary@owwl.org or by speaking with Library staff.



- Exhibits will not include sale price of objects; no sale of exhibit work may be made on the Library premises. The displayer, at their discretion, may leave business cards near the items displayed and/or may post a card with their name and contact information near their items.
- The Library reserves the right to limit the size, number of items, schedule, length of any exhibit, and the frequency with which an individual or organization may have a display. Exhibits cannot interfere with normal Library operations or compromise safety and security.
- The Library is a public space used by community members of all ages. The Library reserves the right to deny an organization's or individual's request if it is deemed inappropriate for general audiences.
- The Library reserves the right to make a final decision on the content and arrangement of all exhibits. The Library reserves the right to reject any part of any exhibit or change the manner of display if deemed necessary.
- Artists, individuals, and organizations requesting to display objects, collections, or other materials are chosen on a first-come, first-booked basis. Library use of display areas takes precedence over any other use, and the Library reserves the right, without notice, to cancel the use of a display area for exhibits if it is determined that the display space is needed for Library purposes.
- The Library will not provide storage space and reserves the right to dispose of exhibits materials left more than one week after the conclusion of the exhibit period.
- The artist, individual, or organization is responsible for setting up their own artwork or objects, arranging, and removing their exhibit. Library employees will not assist the artist with setting up or removing their exhibit, but may supervise installation.
- The Library cannot reimburse for the cost of materials and supplies needed to hang or display artwork or other objects.
- The Library is not responsible for any artwork or exhibit items that are lost, damaged, or stolen while on exhibit or display.
- The Library will not charge individuals or organizations to display materials.
- The Library reserves the right to decline content that is deemed inappropriate for display.

LIBRARY DISPLAYS

Dansville Public Library's mission to provide free access to resources and opportunities for education, enrichment, and inspiration extends to Library displays. All displays are intended to further the mission of the Library. Library initiated displays help users discover Library resources and raise awareness of programs and services.

- The responsibility for the Library displays is held by the Library Director, under the authority of the Library Board of Trustees. Library staff will use the following criteria in making decisions about Library displays and accompanying resources:
 - Community needs and/or interest
 - Availability of space



- Treatment of content for intended audience
 - Presentation quality
 - Budget
 - Historical, cultural, or educational significance
 - Connection to other community or national programs, exhibitions, or events
 - Relation to Library collections, resources, exhibits, and programs
- The Library may draw upon other community resources in developing displays, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays.
 - The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays, as well as offer displays that appeal to a range of ages, interests, and informational needs.
 - Library-initiated displays will not exclude topics, books, media, and other resources solely because they may be considered controversial.
 - Views and opinions expressed in the content on display do not constitute official endorsements by the Library.
 - The Library does not accept responsibility for ensuring that all points of view are represented in any single display.
 - Labels will be provided only as viewpoint-neutral informational or directional aids to facilitate easier access for users to locate materials. The materials are displayed openly and are equally accessible to all users.
 - Materials shall not be proscribed, removed, or censored because of partisan or doctrinal disapproval or a community member's disagreement with its content. If a patron questions a Library display, they should first address the concern with a Library staff member. Patrons who wish to continue with a request for review of a Library display should follow the **Request for Re-Evaluation** procedures defined in the **Collection Management Policy**.

OUTDOOR FENCE-LINE DISPLAY AREA

The outdoor fence that runs along Main and Perine Streets is reserved for Library use only. Occasional exceptions will be made for short-term use by non-profit organizations (maximum of 4 weeks) and celebratory events for the entire community. Requests to use the outdoor fence for display or other purposes must be made in writing to the Library Director. Postings on the fence or on Library property that have not been reviewed and approved will be immediately removed.



EXHIBIT SUBMISSION FORM

Thank you for your interest in exhibiting your artwork and/or displaying your precious collections at the Dansville Public Library. Library staff will review your submission and contact you to finalize the details. Presentation of an exhibit or display at the Library does not constitute Library endorsement of the materials, ideas, events, or causes promoted by those exhibits or displays. If you have any questions, please email us at dansvilleLibrary@owwl.org.

Exhibitor Name _____ **Date** _____

Organization (if applicable) _____

Phone _____ **Email** _____

Address _____

Website _____

Preferred Exhibit Format

- Display Case Wall Space Freestanding

Preferred Time of Exhibit (Please note, the Library may offer a different time than selected)

- Winter (January – March) Summer (July – September) Any time
 Spring (April – June) Fall (October – December)

Title of Exhibit _____

Description of Exhibit Please include a list of items. Library staff may request additional details prior to the approval or disapproval of the exhibit. Use the back or attach additional pages as needed.

I have read and agree to abide by the Dansville Public Library’s Display & Exhibit Policy. I understand that I assume all liability, and I hereby release, indemnify and hold harmless the Dansville Public Library and the Dansville Public Library Board of Trustees for all loss or damage to person and property directly or indirectly related to the exhibit.

Signature _____ **Date** _____

FOR LIBRARY USE

Submission Received Date: _____ Received by: _____

Set Up Date: _____ Take Down Date: _____

Approval: _____ Date Approved: _____