

# **Bulletin Board and Exhibit Policy**

## **Bulletin Board**

- Library Community bulletin boards may be used by individuals and community groups to promote their programs and activities only with permission of the Director. Use of bulletin boards does not mean that the Library Board of Trustees or Library staff agree with the viewpoints or endorse the activities that are presented. The library community bulletin board is located inside the front doors on the left side on the wall. The free literature table is located inside the front doors on the right side along the wall. Materials left on the literature table must be approved by the Director.
- Library exhibit areas may be made available for individual and community group use at the discretion of the Director. Priority is given to Cherry Hill events/services and to non-profit organizations. Library exhibit areas include the glass display case in the Reading Room, a scheduled lobby table, and display cases in the Walker Multicultural Room.
- Library and Cherry Hill Township use of the bulletin boards and exhibit areas takes precedence over any personal or community use. The Director reserves the right to refuse the use of the bulletin boards or exhibit areas.
- All items to be posted on the Board or literature table must be approved by the Director or it will be removed.
- Approved items will be posted on the bulletin board or shared on literature table based on event date, number of requests and removed after date/s pass.
- Wall mounted plastic sleeves are used solely for Library events and Cherry Hill Township events. These are mounted on the right of the front entrance door and throughout the building. All welcome desk materials are for Library events only.

## **Exhibits and Displays**

The Board of Trustees and the staff of the Cherry Hill Public Library are pleased to provide for the public as many attractive, educational, and cultural exhibits as possible.

Use of space is granted by the Director or her/his designee.

It is the policy of the Library not to advertise commercial endeavors unless the project is specifically related to the goals of the Library.

## **Art Gallery exhibits**

Art exhibitions and displays of art book and objects of art shall be part of the Library's program for encouraging appreciation and understanding of art.

The Library will try to protect materials displayed but cannot be responsible for loss or damage to such material(s).

All artists are required to sign an Art Exhibition hold harmless agreement.

The purpose of exhibits at the Library is to stimulate interest in books and reading, and to relate library collections and services to community, national, and world affairs

Within reasonable limitations of available space, the Library may accept for display and free distribution literature provided by individuals or organizations in the Cherry Hill community.

Partisan politics and certain religious matters applying to only one faith or sect may be avoided, and not approved for display. Displaying and distributing this material does not in any way signify an endorsement by the Library of either the content of the literature or of the organization.

The Library will not solicit for display any materials except those generated by the library itself. It is the responsibility of interested individuals or organizations to request display space for materials in which they are interested.

Because of their importance to the community, the annual raising campaigns of major philanthropic services and cultural organizations are given library space when available.

The use of the Library's facilities by individuals or organizations for displays and/or exhibits, other than those belonging to the Library, is not a right but a privilege. Displays and exhibits are subject to review by the Board of Trustees and/or Library Director.

In the event the amount of material exceeds the available space, the Library reserves the right to limit individuals and organizations to one piece of literature for display and distribution.

No organization or individual shall be permitted to place in the library any box, canister or receptacle which solicits donations. Nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by a commercial or charitable enterprise or by an individual unless approved by Library Administration.

All displays shall be on a first come, first serve basis.

No poster, display, exhibit, pamphlet, brochure, leaflet or booklet shall be exhibited, displayed or placed in the Library for distribution without permission of the Library director or her/his designee.

*Board Approved: July 2021*