

## Art Display & Bulletin Board Policy

Plumb Memorial Library  
Rochester, Massachusetts

### Art Displays

The library's downstairs art display space, when available, may be used by individuals and organizations to display materials of a cultural and artistic nature. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to exhibit spaces, the library neither endorses nor advocates the viewpoints of the artwork or the artists.

1. Art may be displayed at the discretion of the director for a period not to exceed one month.
2. Display space will be determined by the library director. Generally, it is limited to the downstairs event and meeting space.
3. The artist is responsible for both setting up and removing the display. The library is not responsible for the loss or damage of any item on display, although reasonable safety and security precautions will be taken by the staff to secure the artist's property in accordance with facility general procedures. Great care should be taken not to damage any library material, surface, art or artifact already in the building. The artist is responsible for any damage to objects or surfaces. The Library reserves the right to move any art content if necessary.
4. The library director reserves the right to remove or refuse any material.
5. The artist agrees to refrain from commercial advertisement. Business cards of the exhibitor may be left in the library for patrons. Prices of items may be included in a list at the circulation desk but library staff will not be involved in sales. Purchasers must work directly with the artist.
6. Promotion of library art exhibits may be done by both the artist and the library staff. The library staff is not responsible for promoting or providing for a library opening reception planned by the artist who is reserving the meeting room.

I have read and agree to the above. PLEASE KEEP A COPY FOR YOUR REFERENCE.

Signature of Artist: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Bulletin Board

It is part of the library's function to provide access to intellectual and cultural resources to the community. Thus, the Plumb Memorial Library welcomes community groups, organizations and individuals to use the display area and the public bulletin board of the library. Space is provided for items of an educational, cultural, civic, or recreational nature, rather than for commercial or political purposes.

The community bulletin board may be used for the following types of information:

- Postings of forthcoming educational, social, civic, charitable, cultural, or recreational activities.
- Postings by nonprofit organizations, groups or agencies providing services to citizens.
- Posting announcing community services and volunteer opportunities.
- Nonpartisan election information, such as provided by the League of Women Voters.
- Postings by any federal, state, or local government agency providing services to citizens.
- Legal notices and job postings from the Town of Rochester.
- Election information provided by the Secretary of State or local town clerk's office.

Bulletin boards MAY NOT be used for the following types of information:

- Commercial notices, solicitations, business cards, job postings, and retail advertising.
- Personal notices of items for sale.
- Personal solicitations for fundraisers (ie. Walkathons, road races, etc.)
- Materials that support or oppose any political candidate or ballot measure.
- Materials that support or oppose a specific religious conviction.
- Petitions will not be posted, distributed, or placed within the Library.

### Posting Guidelines

- Individuals are invited to post notices without prior approval, as long as they meet the criteria of acceptable information (see above); however, the Library reserves the right to remove materials judged to be inconsistent with this policy.
- Due to limited space, the Library reserves the right to prioritize the items that are posted based on community interest and timeliness of the event. Postings larger than 8 1/2 X 11" may be not accepted.
- Postings without a specific date will be removed after 30 days or as space is needed.
- When space is needed, events and information specifically concerning Rochester will take priority.
- Once notices are removed they are discarded and cannot be saved for future pickup.
- All areas of the Library aside from the community bulletin board are reserved for distribution of Library material only.
- No notices may be displayed or posted on the outside of the Library building.
- Postings of materials does not imply Library endorsement or consent, nor will the Library accept responsibility for the accuracy of the statements made in such materials.

Adopted by the Library Board of Trustees on June 12, 2025

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