



## **Duxbury Free Library Policy: Exhibit**

The library receives many requests from community organizations and businesses to use display space in the building and on library grounds for displays of general or specific interest. Library staff schedules in-house displays to coincide with library activities or current events, and those displays take precedence over outside requests.

Outside organizations are asked to submit a proposal for a display or exhibit. This ensures that that space is available and that the exhibit/display meets the following requirements:

- The library cannot be responsible for loss or damage of materials.
- No display/exhibit is permitted that advocates a position on an issue before the electorate or the defeat or election of a candidate for public office, except in areas designated for this purpose.
- Commercial advertising is not permitted.
- Size limits, placement, and duration of display are at the discretion of the Library Director or their designee.

### **Requests for reconsideration of any restrictions on the Exhibit:**

- An individual or group may appeal any restrictions by discussing the issue in question with the Director.
- The Director will make a decision and notify the person in writing.
- If the party wishes to appeal the decision, they may send a written request to the Board of Trustees.
- The Board of Trustees will discuss the concern with the party at the next regularly-scheduled Board meeting.
- The Board will vote on the appeal no later than at the subsequent meeting and send notification of the decision in writing within seven days of the vote.
- The decision of the Board is final.

*This policy will be reviewed annually by the Board of Library Trustees and ratified or amended at that time.*

*Adopted: Library Board of Trustees, 9/19/2001*

*Last Revised: 11/14/2023*