

## **OSSINING PUBLIC LIBRARY**

### **PUBLIC INFORMATION DISTRIBUTION POLICY**

#### **BULLETIN BOARD POLICY**

The Ossining Public Library maintains a bulletin boards for the posting of notices of educational, cultural, intellectual, charitable, or civic events taking place in our community as well as local job postings. The Library does not advocate or endorse the content or viewpoints of these events. The following rules will also apply to the use of the bulletin boards:

- Announcements for events sponsored by not-for-profit organizations in the Ossining and neighboring communities, which meet the criteria listed above, may be posted if space permits.
- Notices must be dropped off at the front desk and can only be posted by library staff. Items that are posted without library staff approval will be removed.
- No organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of a candidate for public office.
- Advertisements and commercial announcements are prohibited.
- Individuals or groups may not post notices more frequently than once monthly.
- Notices must be legibly printed and should not exceed 8½" x 11" (inches).
- The staff will date all notices and will display them for no longer than one month. All material will be discarded upon removal.
- The Library assumes no responsibility for the preservation or protection of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.

#### **LITERATURE RACKS**

The Library maintains literature racks for the display of brochures and similar material intended for public distribution. The staff shall be guided by the above policy when accepting material for the literature rack.

#### **TABLING AND EXHIBITS (not art exhibits)**

The Ossining Public Library allows governmental organizations to host exhibit tables at the library from time to time. For-profit businesses, non-profit groups, and private individuals are not permitted to host a tabling event. Students are permitted to host an exhibit if it is part of an educational or service project. Tables, displays, and exhibits are subject to the following regulations and restrictions:

- Organizations wishing to host a table or exhibit at the library must complete an application. All materials to be included in the display or table must be listed in the application. Applications will be considered on a first-come first-served basis. Applications can be filled out online or filled out on paper and brought to the front desk.
- Generally, no organization will be permitted to host a table on more than two occasions per month or host an exhibit for more than two weeks. Exceptions may be granted by the Library Director or Assistant Library Director.
- Final approval for applications will be made by library exhibit coordinator in consultation with the Library Director or Assistant Library Director. A response will typically be provided within seven business days.
- The library reserves the right to designate the time, location, and size of the table. These criteria should be discussed in advance with the library exhibit coordinator. Set-up and take-down of tables, displays, and exhibits must occur within library business hours unless otherwise arranged in advance with the exhibit coordinator.
- Displays, exhibits, and tables must not restrict traffic flow or normal library operations. Walkways should remain clear of obstacles. No library materials or furniture may be moved to set up displays or tables without permission. Tabling staff should not physically approach or obstruct people in order to speak with them. They may speak to people as they pass by.
- Any equipment that is part of the display must be listed in the application. Equipment must not disrupt library business. The library is not responsible for damage to equipment. The library will not provide equipment.
- The imagery and content of tabling displays and exhibits should be appropriate for viewing by all ages. No displays will be allowed that are found to be offensive. What is deemed offensive will be a decision made by the Library staff using the reasonable person standard and such decisions will be made on a content and viewpoint neutral basis. Exhibits or displays that promote discrimination against persons or groups are not allowed.
- Promotional giveaways at table are permitted as long as they do not interfere with the daily conduct of library business. Food and drink are only allowed to be given away in the Café and Gallery areas of the lower level. If food and drink are to be given away, it must be in a commercial, pre-packaged form.
- Sales and petitioning are not permitted.
- The inclusion of an exhibit, table, or display in the library does not constitute library endorsement of an organization's causes or beliefs.

- The library reserves the right to cancel an exhibit or table, should conditions warrant such an action (such as in the event of a weather-related closing). If an exhibit or table is canceled, the exhibitor may reschedule the exhibit or table at the earliest convenience of the library and the exhibitor.

This policy was named Bulletin Board Policy prior to March 20, 2023.

Adopted: February 1, 1994

Amended: March 6, 2000 and September 20, 2010

Amended for March 20, 2023