



EXHIBITS AND POSTING POLICY

Exhibits and Displays:

As an educational and cultural institution, the Town of Esopus Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Director/Designee shall accept or reject material offered for display based on its suitability and availability. Requests for display space will be considered in the order in which they are received. The following factors will also be examined:

- Relevance to community needs and interest.
- Suitability of physical presentation.
- Quality of presentation.
- Space requirements.
- Timeliness.

All exhibits must meet the following conditions:

1. Requests to use library display areas will not be accepted without completion of the Library Exhibit & Display Request Form or the Duck Pond Gallery: Proposal Form.
2. The contact person must notify the Library four weeks in advance of the display date. Reservations for exhibits and displays will be made up to twelve (12) months in advance.
3. Upon request and availability, library materials, books, etc. may be provided for the display.
4. The Town of Esopus Library assumes no insurance liability for items on exhibit or display.
5. The Library may request a sample of the work prior to granting a request.
6. The Library reserves the right to limit the size, number of items, scheduling, and frequency with which an individual or group may have an exhibit or display.
7. Exhibits cannot in any way disrupt the normal routine of the Library.
8. Exhibits and displays may include information about the exhibitor at his/her discretion, with a sign no larger than 8 ½ x 11 inches.
9. The Library will not sell items on exhibit or display. Anyone interested in buying an item should contact the artist directly.
10. The following may be posted as part of all non-library exhibits or displays, "Exhibits and displays are offered as a community service and do not carry the endorsement of the Town of Esopus Library."
11. Questions regarding exhibits or displays must be directed to the Director/Designee at 845-331-5580. The Director/Designee will ensure displays and exhibits are appropriate and will set procedure for their timely removal



Bulletin Board and Information Distribution Areas:

The Town of Esopus Library maintains bulletin boards for the posting of materials, and designated areas such as literature racks and countertops for the passive distribution of information. Some bulletin boards, literature racks, and countertops are reserved for the exclusive use by the Library to post and distribute materials about:

- Library services, programs, and events.
- The Friends of the Town of Esopus Library or the Town of Esopus Library Foundation.
- Other government entities such as the town, state, or federal government.

A limited number of bulletin boards and distribution areas are available within the Library for the posting and passive distribution of materials from other entities. Permission must be obtained from library personnel (not a volunteer) prior to posting or distribution. The Director/Designee has the authority to refuse/remove any materials that do not meet library standards. Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the group expressed in the materials. Posting or distribution of any such materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted in those materials.

Because the amount of space is limited, and in order to provide Library visitors with the opportunity to review materials from organizations that they might not otherwise have the opportunity to review, the following rules apply:

- Non-profit organizations that exist for civic, educational, or cultural purposes will be given priority.
- Events scheduled for a specific date will be given priority over other display materials.
- Materials for passive distribution must be left with a staff member for Library visitors, if they so choose, to review and/or take with them. This does not include verbally or visually encouraging Library visitors to review or take any materials with them.
- Materials supporting/opposing any current political action is prohibited unless it applies to library related issues.
- Petitions and letters asking for signatures are prohibited except when it applies to library related issues.
- The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

Adopted by the Board of Trustees: February 28, 2007

Adopted by the Board of Trustees: January 26, 2011 (Amended)

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees: March 29, 2023

Revised by the Board of Trustees: January 24, 2024