

**Hooksett Library Displays:
Exhibits, Bulletin Board Displays and
Distribution of Free Material Policy**

Mission: The Hooksett Library is a community resource center providing quality, high-demand: materials, programs, information and technology.

The Hooksett Library has adopted the *American Library Association's, An Interpretation of the Library Bill of Rights: Exhibit Spaces and Bulletin Boards*. In accordance with this document, exhibits, displays and handouts are presented on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting space. Religious and political exhibits, displays and materials are permissible for informational purposes; displays, which advocate for a single point of view, will not be permitted.

Exhibits, displays and handouts may not involve the sale, advertisement, solicitation or promotion of commercial products or services. This provision does not include the Library or groups affiliated with the Library.

Exhibits:

The Hooksett Library offers exhibits in library facilities. Library exhibits are used to assist patrons in their exploration of educational, cultural, intellectual and civic activities. The displays incorporate library materials whenever possible, as a means of informing users of the range of library resources and services. The Library endeavors to offer exhibits of diverse subject matter for children, adults and families.

The Library reserves the right to arrange exhibits in all library facilities and to make the final decision regarding content and physical presentation of all exhibits and displays. The Library Director shall approve all exhibits prior to set up. Any individual or organization wishing to use the display/exhibit space shall complete a Display/Exhibit Space application, available online at www.hooksetlibrary.org or at the Circulation Desk.

Protection

The Library is not responsible for any items that are lost, damaged, or stolen while on exhibit or display. The Hooksett Library cannot guarantee the safety of any loaned material. The Hooksett Library is a public space. We host many large meetings. We have a limited staff presence. While we do not expect vandalism we do take the safety of the material into consideration when we decide if and where a piece can be displayed. As such, we will not typically place valuable pieces in the unsupervised spaces.

Duration

Loaned material will only be accepted with a clear end date. The Hooksett Library cannot store or maintain material indefinitely. An appropriate display time frame will be developed by the Donor and the Hooksett Library to the mutual agreement of both. Any items left after the agreed duration will be determined to be abandoned property and the Hooksett Library has sole discretion of its disposition. Library staff will determine the length of time for display, not to exceed two months.

Return

The Library Director will coordinate with the donor to insure that all pieces are returned by the agreed upon termination of the display. If, for any reason the display must be terminated early, the Library Director will contact the donor

The presentation of any display, exhibit or handout does not imply an endorsement of the content by the Hooksett Library, its trustees, or staff. Each display must include contact information for responsible person or group.

Library displays take precedence over other users.

Bulletin Boards and Information Distribution Areas:

Some bulletin boards, literature racks, countertops and tables are reserved for the exclusive use by the Library to post and distribute materials:

- about Library services, programs and events;
- from the Friends of the Hooksett Library;
- from other municipal entities such as the Town of Hooksett and the state and federal governments.

A limited number of bulletin board and distribution areas are available within the Library system for the posting and passive distribution of materials from other entities. The Library Director or designee must authorize all posting and distribution before it occurs. Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints 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 by those materials.

Because the amount of such bulletin board and distribution area space is limited, and in order to provide Library visitors with the opportunity to review materials from non-profit organizations that they might not otherwise have the opportunity to review, the following rules apply:

- Bulletin board space is provided for announcements of dated Hooksett community events whose principal sponsors are non-profit organizations.
- Distribution Areas: Non-profit organizations may provide dated materials related to their not-for-profit purpose for passive distribution only in areas designated for that purpose. Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

The following items may not be posted on bulletin boards or left in material distribution areas:

- Materials that support or oppose any current or pending ballot measure or political candidate. The Library is not intended to be a forum for the support or opposition of political candidates or ballot measures. Official election information, such as Hooksett sample ballots are made available in the Library.
- Because it is not consistent with passive distribution, materials asking Library visitors to sign a petition or letter are not permitted.

All materials posted or distributed must comply with this policy and any other applicable Library regulations or guidelines. No other materials may be posted or distributed.

All posting and placement of materials in distribution areas shall be done by Hooksett Library personnel. Individuals requesting posting or distribution shall not themselves post or leave materials in distribution areas. Materials left for posting or distribution without authorization from the Library will be discarded.

The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

The Hooksett Library endorses the American Library Association's, An Interpretation of the Library Bill of Rights: Exhibit Spaces and Bulletin Boards. Adopted July 2, 1991, by the ALA Council, amended June 30, 2004.

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/interpretations/exhibitspaces.pdf>



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