

Maxwell Memorial Library

POLICY FOR EXHIBITS, NOTICES, SALES AND FUNDRAISING IN THE LIBRARY

Adopted by the Maxwell Memorial Library Board of Trustees on July 17, 2017

The library director, or an employee designated by the director, has full authority and responsibility for approving exhibits, posted notices, programs and other activities in the library or on library grounds.

Selling and Fundraising in the Library

Community organizations and individuals may not sell any products or services or solicit donations in the library or on library grounds unless it is part of a library-sponsored or co-sponsored activity and the general nature of items to be sold or given away are approved in advance by the library director. Proceeds must, in whole or in part, benefit Maxwell Memorial Library.

Exhibits and Activities in the Library

Priority for consideration of exhibits and activities in the library will be given to

- library-sponsored programs and those directly relevant to the library;
- non-profit organizations and groups or individuals with a civic, educational, cultural, social, or similar purpose consistent with the use of a publicly supported building; and
- groups concerned with local community issues.

Posters, pamphlets or booklets for distribution may be placed in the library with permission of the library director.

Exhibits and activities may not disturb normal library use.

Refreshments will not be allowed without permission of the library director.

Library spaced used by an outside group or person must be left in an orderly condition. The cost of extra cleaning or repair will be the responsibility of the group's sponsor.

Collecting Donations in the Library

Community organizations may place containers in the library or on library property to collect **non-monetary donations**, with approval of the library director, in areas designated by library staff. Length of time for collecting donations may be limited by the library director.

Posting Notices in the Library

Bulletin board space is provided as a public service in the entrance foyer of the library. Notices of community affairs may be displayed subject to the availability of space and permission of the library director. All materials accepted for posting must be neat and attractive and must not be for profit.

Items to be posted on the library bulletin board must be dated and can be posted for up to two weeks.

Permission will not be granted to post any item if

- it is anonymous or does not clearly identify the individual, group or organization involved, or
- it relates to political parties or candidates.

The library director has final authority on all questions pertaining to the use of the bulletin board. Any complaint regarding this policy may be addressed to the library Board of Trustees in writing.