

Bulletin Board, Exhibits & Display Case Policy
Adopted by the Phillipsburg Free Public Library Board of Trustees, October 6, 2016

Exhibits and Display Case

An exhibit case (glass enclosed and secured) and exhibit areas (wall or table areas designated for display) are available for public use.

Display space is available in the library's exhibit cases and exhibit areas for educational, artistic, and cultural materials that promote interest in the use of books, library materials, and information, that share information about local art and cultural groups, or that highlight personal collections with appeal to the general public. The Library Director or a designated staff member must approve all displays and exhibits. Displays that are solely commercial in focus will not be approved.

Displays will generally be changed monthly unless otherwise approved by the Library Director. Groups or individuals desiring to use the exhibit case should submit a request to the Library at least two months in advance. Generally, the same group or individual may display items only one time per year unless otherwise approved by the Library Director.

The Library Director at his or her sole discretion may reject any exhibit or display that does not fit with the mission of the library or that is not neat and presented attractively. Labels for exhibit items must be neat and legible.

The Library will take reasonable care to ensure the safety and security of items displayed, however the library has no insurance to cover exhibit items and assumes no responsibility in the event of loss, theft, or damage.

Exhibitors are encouraged to insure items of value and will be required to sign a form that releases the library from responsibility for loss, damage, or destruction. Items displayed may not include price tags or other information regarding the purchase of items. Items must be removed from the exhibit case or display area as scheduled by the Library or they will be removed and stored for thirty days by library staff. After thirty days, they will be disposed of in accordance with local law. The display of items in the library does not indicate endorsement by the library of the issues, events, or services promoted by those materials.

Bulletin Board

The Library provides bulletin board space for public notices in the lobby area only. In permitting use of its bulletin board for public notices, the Library gives first priority to the notices issued by the Library, followed by notices issued by other Phillipsburg area public agencies. When the bulletin board is not needed for these purposes, the Library gives priority to notices announcing programs or events sponsored by Phillipsburg area organizations.

All notices posted on the bulletin board, other than notices issued by the Library or Phillipsburg area public agency, shall publicize programs or events open to the public.

The Library will not accept handwritten notices or notices on paper that is ripped or torn.

Notices on paper larger than 8-1/2 by 11 will be accepted as space permits.

The Library will post notices submitted by nonpublic organizations for up to one month. All notices must include a date.

All notices must set forth the name of the sponsoring organization and provide the name and telephone number of an individual whom interested parties can contact.

Organizations seeking to post notices on the bulletin board must bring a copy of the notice to the front desk. The Library Director or designated staff member will permit posting of notices on a first-come, first-served basis and in accordance with the priorities set forth above. The Library Director will not permit posting of notices if there is insufficient space or if the notice conflicts with the rules and restrictions set forth in this policy.

The Library will discard notices posted without authorization.

Except for notices issued by the Library, posting of a notice on the bulletin board does not imply sponsorship or endorsement by the Library.

Notices for commercial activities will be accepted at the discretion of the Library and only as space permits.

Phillipsburg Free Public Library Exhibit and Display Release

I, the undersigned, hereby lend the following works of art or other material to the Phillipsburg Free Public Library. In consideration of the privilege of exhibiting them in the Phillipsburg Free Public Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition Name:

Period of time loaned:

Description of materials loaned:

Print Name:

Signature:

Date:

Address:

Telephone:

Please send, fax or email the completed form to: Phillipsburg Free Public Library,
200 Broubalow Way, Phillipsburg NJ 08865908-859-4667 (fax), lending_services@pburglib.org