

Burlington Public Library  
22 Sears Street  
Burlington, MA 01803

## **Display, Exhibit, and Bulletin Board Policy**

### **Displays and Exhibits**

The primary purpose of public exhibit space is to promote educational, cultural, and recreational needs of the Burlington community by displaying works of art. The Library Director or designee will have discretion for the approval of the **Application for Public Exhibit**. The Library Director or designee must review samples of the work to be exhibited.

### **General Guidelines**

- Use of exhibit space for library purposes takes precedence over other use.
- Exhibits cannot be intended for retail trade. Pricing will be not allowed on displayed items, nor will the referral of potential sales be made by or through the library staff.
- The Burlington Library is not responsible for any items which may be stolen or damaged while on display.
- Any group or individual who uses the Exhibit Spaces will be responsible for set-up, take-down and monitoring of their property during the term of the exhibit.
- The library can not provide storage prior to its installation or subsequent to its removal.
- Press releases or other promotion of the exhibit shall be written or approved by the library.
- The timeframe for displays and exhibits begins on the first day of the month and ends on the last day of the month. Requests for additional time must be approved by the Director or designee

If necessary when scheduling exhibits, preference will be given to:

- Burlington residents
- Individuals with previous or family ties to Burlington
- Individuals who work in Burlington.
- Individuals from other areas whose work has specific relevance to Burlington or topic of interest to local residents.

The library reserves the right to refuse any materials judged unsuitable or to rescind an exhibit for violation of this policy. The approval of a display does not imply endorsement of the viewpoints put forth in the exhibit.

In the event that an **Application for Public Exhibit** is denied by the Library Director or designee, the applicant may request the Board of Trustees to review the application and decision. In order to comply with public meeting notification guidelines, this review will be scheduled accordingly.

### **Bulletin Boards and “Give Away” Materials**

The purpose of the bulletin boards and the “give away” area is to allow information to be shared within the community. Services and events of interest to the community will be posted on the bulletin boards located throughout the library, each having a designated purpose. Shelving in the Community Information area holds informational “give away” materials as well.

### **Bulletin Board Guidelines**

- Posting does not constitute endorsement by the library or the Board of Trustees.
- The library is not responsible for the materials posted.
- All notices must be clearly typed or neatly handwritten and easily read.
- All notices must be initialed and dated by an appropriate staff member before posting.
- Preference will be given to events and organizations located in or serving the Burlington area.
- Maximum size for notices about EVENTS is 8 ½ x 11 inches: maximum size for SERVICES (tutoring, music lessons, etc.) and “for sale” signs is 4 x 6 inches.
- Bulletin Boards will be labeled as to their use, and items must be posted on the appropriate board only.
- Postings of any event or service will be limited to one.
- Notices will be removed after one month or when the event or its registration date has passed, whichever is shortest.
- The library reserves the right to remove materials judged to be unsuitable.

### **Community Information “Give Away” Materials**

The library accepts flyers, newspapers, and other handouts of community interest for the Community Information area in the library. These materials should be referred to the Library Director or designee for distribution.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as needed.

Revised July 8, 2010