

Hanson Public Library

Display Case Policy

The Hanson Public Library provides locking display cases for the purpose of promoting Library materials and programs, providing information about community groups and activities, and exhibiting works of individual artists, craftspeople, and collectors.

Display cases are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Permission to use the display cases does not imply that the Hanson Public Library, the Board of Library Trustees, or the Town of Hanson endorses the display, or any statement or position promoted by the display.

The Library reserves the right to refuse or remove displays that are judged to be either illegal or inappropriate for public viewing (i.e. in a place that is free and open to people of all ages).

Use of other display areas in the Library will be governed by the Library's Information Display Policy.

Regulations

Individuals or groups wishing to reserve the display cases must submit a completed application form. Applications may be submitted through the online form available on the Library's website, or paper copies may be submitted in person, by fax, or by email.

Applications will be considered on a first come, first served basis and are approved at the discretion of the Library Director.

Use of the display cases for Library or Senior Center purposes takes precedence over other uses.

Displays are generally scheduled for a period of one calendar month. Exceptions may be approved by the Library Director.

If a scheduling conflict arises, displays may be condensed and the cases shared.

The Library reserves the right to cancel or reschedule any display, or to limit the frequency with which any one individual or group may use the display cases.

Setup and Removal

Groups or individuals using the display cases are responsible for setting up and taking down the display and returning the cases to good order.

The Library cannot provide storage for display materials prior to setup or subsequent to removal.

The sponsoring group or individual gives the Library the right to remove display materials if they are not picked up by the agreed upon date. Display materials may be disposed of if not claimed within 30 days.

The Library assumes no responsibility for any damage or theft that may occur during transport, setup, or removal of a display. All items displayed are done so at the owner's risk.

Rules of Use

Displays cannot be intended for retail trade.

Flyers and cards accompanying displays should be informational in nature and not serve to solicit customers or promote a business.

Pricing will not be allowed on displayed items, nor will the referral of potential sales be made by or through the Library staff.

Displays are allowed to contain contact information for the sponsoring individual or group.

Use of hardware, equipment or objects, such as thumbtacks, nails, or adhesives, that may result in damage to Library property is prohibited.

Responsibility for any damage to Library property caused by a display or during the setup or removal of a display will rest with the sponsoring individual or group.

Publicity

Groups or individuals using the display cases are responsible for publicizing the display. The Library reserves the right to review any publicity materials before release.

At the Library's discretion, the display may be mentioned on the Library's website or social media sites or in the Library's promotional materials.

Adopted by the Board of Library Trustees
February 25, 2020