

Marlborough Public Library Public Display Policy

The spaces available in the library for public display are the Community Bulletin Board and Café Art Gallery. These spaces are intended as a forum of free expression by the public. Posting of materials does not imply library endorsement nor will the library accept responsibility for the accuracy of the statements made in such materials.

Community Bulletin Board

- All items must be reviewed and posted by library staff. Notices posted or left on tables without authorization will be removed and recycled.
- Due to limited display space, the library reserves the right to restrict the size, number, and location of display materials. Some approved items may not be posted due to space constrictions. Priority in posting will be given to Marlborough organizations and individuals.
- Postings without a specific date will be displayed for thirty (30) days and then removed. Once items are removed, they are recycled.
- The Marlborough Public Library does not assume responsibility for materials damaged or stolen.

Art Gallery

The Marlborough Library welcomes the opportunity to allow local artists, community groups and organizations to use the café art gallery to display art. Space is provided for displays and exhibits of an educational, cultural, or recreational nature, not for advertising for commercial enterprises.

This space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. These display areas may also be used for materials from the library's collection or to publicize library services, collections, or activities. The library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display spaces. The library has the right to review the materials in advance. The library reserves the right to remove an exhibit if it interferes with library services. The library's decision on what will be displayed in its exhibit spaces shall be final.

In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to exhibit spaces, the library neither endorses nor advocates the viewpoints of exhibits or exhibitors. Those who object to the content of any exhibit may submit their own exhibit in accordance with this policy.

- All materials are displayed at the exhibitor's own risk.
- The exhibitor is responsible for installing and labeling the exhibit on the agreed upon date.
- The exhibitor shall remove the exhibit promptly on the agreed upon date.
- All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the library. Once the exhibit is installed, changes may be made only with library approval.
- The library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- The exhibitor must be identified by name within the display.

- The library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who desire to sell items shall include as part of their displays information on how to purchase items. Any items sold during a display period shall remain on display until all items are scheduled to be removed.
- The exhibit areas are open to the public only during the regular open hours of the library.
- Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

Application Procedure

- Exhibit space must be reserved in advance by filling out the Art and Exhibit application form.
- The Library Director or his/her designee will review the application and if selected will work with the applicant to schedule their display.

“Give Away” Materials

The library accepts flyers, pamphlets, newspapers, college and university class offerings and schedules, etc. These materials must meet all bulletin board requirements with the exception of document size. Since space is limited, priority will be given to materials from local organizations. These materials should be referred to the Library Director for distribution.

Nomination Papers & Petitions

The library allows the collection of signatures for nomination papers, petitions, etc. in the library building, subject to conditions set by the Library Director or their designee, as long as the collectors do not violate MGL Ch 272 Sec 41, which prohibits disturbing people in a public library "by making noise or in any other manner." To this end, the Library Director designates the walkways as areas in which signatures may be collected and requires that the person(s) collecting signatures may neither interfere with the ongoing activities of the library, nor prevent library users from freely entering or leaving the building. Nomination papers, petitions, etc. may not be left unattended at the library or in any public building as it could be construed as using public funds to support a candidate or issue.

Donation Boxes

The library occasionally allows local groups to leave donation boxes for charitable causes of predictable interest to the residents of Marlborough as space permits subject to conditions set by the Library Director. These donation boxes may only collect physical items like books, food, toys etc.

Other Display Areas

All other display areas including the front doors, windows, walls, outdoor spaces etc. are reserved for library, library affiliates, and City of Marlborough notifications.

Interpretation & Appeal

Any questionable posting will be brought to the attention of the Library Director who will make the final determination of appropriateness within the policy. A decision by the Library Director to remove or refuse materials for display may be appealed in writing to the Library Board of Trustees, stating the grounds for the appeal.