



Pittsford Community Library Policies

Bulletin Board and Display Policy

Adopted by the Board of Trustees on June 8, 1995

General Guidelines

- A. The use of the Library display facilities and bulletin boards is under the sole control of the Library Board of Trustees, with the Library Director administering the policy established by the Library Board.
- B. The Library assumes no responsibility for the preservation, protection, or possible theft of any item displayed or posted. All items placed in the Library are done so at the owner's risk.
- C. Display of items or posting of notices does not constitute an endorsement by the Library.
- D. Determination of the appropriateness of the display or material for posting is the sole decision of the Library Director or delegated representative.
- E. Displays, posters, and handouts for political, commercial, personal or employment purposes will not be accepted.
- F. The space may be used for non-commercial notices pertaining to cultural, health and safety, and educational interests, according to the following guidelines:
- G. All notices must be submitted to the Director or delegated representative. Any notices not posted by the library staff will be removed and discarded.
- H. Notices will be limited to community events that take place in Pittsford.
- I. Notices will be posted for up to a maximum of 2 weeks. The library is not responsible for returning notices.
- J. Notices up to size 8 ½ x 11 will receive priority.

Lobby Pamphlet Racks

- A. The Pittsford Community Library will make available to the public various pamphlets, fliers, and forms of public interest. The Library in no way endorses the groups or ideas represented in this literature.
- B. Patrons who wish to provide materials for public consumption must adhere to the following guidelines:

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- C. Materials for this section should be educational in nature or provide a public service.
 - D. No material shall be placed in the Library for distribution without the consent of the Library Director or the delegated representative.
 - E. Distribution will be curtailed when space limitations prevail.
 - F. Library staff is not responsible for returning used or unused pamphlets to patrons.

Locked Display Cases

- A. A glass display case is available to members of the community who wish to share objects of educational or artistic interest with other Library patrons.
- B. Although the display case is kept locked at all times, the Library cannot be responsible for any loss or damage.
- C. Patrons wishing to use the display case may pick up an application at the Reference Desk.
- D. Scheduling will be determined by Library staff as space and time permit.
- E. Placement and removal of exhibits will be the responsibility of the exhibitors.
- F. Exhibitors may provide personal identification on a 3 x 5 card placed with the display. Patron inquiries will be directed to the exhibitors only.
- G. No material shall be placed in the Library for distribution without the consent of Director or a delegated representative.

Distribution of Community Materials

Adopted by the Board of Trustees on May 10, 2010

As a courtesy and as space permits, Pittsford Community Library will accept multiple copies of newspapers and other publications for distribution to the public. Such publications must meet the selection criteria for materials added to the library's collection. Preferences will be given to government and non-profit organization publications and those publications that promote neighborhood, cultural, civic, recreational or educational events and programs.

The library will not accept distribution materials that are anonymous or do not clearly identify the sponsoring group, advertisements of a commercial nature, or political campaign literature. Materials accepted for distribution must identify the sponsoring organization, including address and telephone number.

Acceptance of publications for distribution does not imply endorsement by the library, nor does acceptance guarantee that items will be made available for distribution.

The library assumes no responsibility for the preservation, protection, tracking or theft of items accepted for distribution nor can the library return items to the sponsoring organization.

Requests for reconsideration of materials distributed in the library shall follow the same procedure specified in the library's materials selection policy.