

## Community Activities and Information Center

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### Summary

To address the role of the Library as a community activities and information center, a designated bulletin board, display and other areas are open to organizations/individuals engaged in educational, cultural, intellectual or charitable activities that would be of interest to the members of the Windham community.

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### Policy

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**Use of the library for any of the purposes listed below does not imply advocacy or endorsement by the Nesmith Library or the Nesmith Library Board of Trustees.**

#### ***Bulletin Board Space:***

Bulletin board space is made available in the library foyer for the display of notices and posters.

Submission of materials to be posted must be made at the circulation desk **prior to** posting. All materials to be posted are subject to approval by the Library Director or his/her designee. All materials may be subject to final approval by the Nesmith Library Board of Trustees.

Materials not approved, or posted without approval, will be discarded without notification.

Materials to be posted must be clearly printed and legible. A contact name and phone number should be visible on all materials. Posters or flyers larger than 8 1/2" x 11" may not be posted due to space limitations.

Materials announcing an event will be displayed no earlier than 30 days prior to the event, and will be removed and discarded immediately after the date of the event. Materials promoting on-going events may be removed at any time after 30 days. Materials will be discarded without notification of the sponsoring organization.

Materials promoting programs or projects of a personal or commercial nature will not be approved/posted.

#### ***Free Materials:***

The Nesmith Library may make space available for the distribution of free materials that contain information of potential use to Windham residents. Space will only be made available after Library, Friends of the Library (FLOW) and Town of Windham publication space requirements have been met.

Publications and other materials considered for distribution include brochures, flyers, and periodicals of a non-personal or noncommercial nature.

Submission of materials must be made at the circulation desk **prior to** being distributed. All materials to be distributed are subject to approval by the Library Director or his/her designee. All materials may be subject to final approval by the Nesmith Library Board of Trustees.

Materials not approved, or placed in the Library without approval, will be discarded without notification.

Materials may be discarded after 30 days without notification of the sponsoring organization.

***Fundraising:***

No organizational fundraising may be conducted at the Nesmith Library, nor will space be made available for display of items being sold by organizations. The only exception will be for Nesmith Library, Nesmith Library Quilters or Friends of the Library of Windham (F.L.O.W.) activities.

***Display and Exhibition Space:***

Any organization or individual wishing to set up a display or an exhibition, must petition the Library Director by filling out a “Display and Exhibit Request and Release Form” (attached). Due to limited display and exhibition space, requests will be reviewed on a case-by-case basis and may be subject to final approval of the Nesmith Library Board of Trustees. Displays and exhibits are booked for four (4) week periods; additional time may be made available at the discretion of the Library Director.

The display or exhibit must not interfere with the general operation of regular Library activities, nor should it detract from the general appearance of the Library facility.

It is the responsibility of the exhibitor to set up and remove the display or exhibit on the dates scheduled and during regularly scheduled library hours. Assistance will not be provided by the Library staff.

The Nesmith Library and its staff assume no responsibility for the preservation, protection, or possible damage or theft of any item or items displayed or exhibited. All items placed in the library for display or exhibits are done so at the individual owner’s or sponsoring organization’s risk.

No admission charge, request for donations, or items for sale will be permitted.

The Library will allow if requested, a citation in the display or exhibit giving a named contact’s information.

***Charitable Collection Boxes:***

Windham organizations engaged in charitable activities may ask the library to set up a collection box. Please request guidelines and application form at the circulation desk.

***Other:***

No organization or individual may designate the Nesmith Library as an area to pick up or drop off materials. The Friends of the Library and Nesmith Quilters are exempt from this provision. Exceptions may be made on a case-by-case basis by the Library Director and may be subject to final approval of the Nesmith Library Board of Trustees.

No organization or individual may designate the Nesmith Library as an area for signing up members, or for enrolling individuals in a program other than Nesmith Library or Friends of the Library of Windham (F.L.O.W.) programs. Exceptions may be made on a case-by-case basis by the Library Director and may be subject to final approval of the Nesmith Library Board of Trustees.

Adopted on this 12<sup>th</sup> day of January, 2000 by the Nesmith Library Board of Trustees.

Reviewed and approved: October 20, 2015 by the Nesmith Library Board of Trustees.

Reviewed and approved: January 10, 2022 by the Nesmith Library Board of Trustees.