

Bridgman Public Library Bulletin Board/Exhibit Space

Bridgman Public Library Joint Board of Directors

- **Purpose:**
The Bridgman Public Library makes its bulletin boards and exhibit spaces available to groups for the free dispersal of information about community events and services. By permitting the use of these facilities, the Library does not implicitly or explicitly endorse the sponsorship, opinions, beliefs, policies or viewpoints of any exhibitor(s).

Authorization to use the bulletin board or exhibit space can be made by contacting the Library Director, or their designee, during normal operating hours.

- **The bulletin board:** Located at the main entrance, it is reserved for notices from local nonprofit organizations. These include nonpartisan political notices of an informational nature, e.g., voter registration dates or notices of City or Township meetings. Public service notices offered by local businesses will be posted if space is available. Commercial notices, partisan political notices, retail advertising will not be accepted. Notices larger than 4 ½ by 5 ½ inches will be reduced in size or may not be accepted.
 - **Exception:** The Library will accept partisan political notices and informational materials concerning City or Township business, including those local issues that will be voted upon at a general election. Because of the limited space available on the bulletin boards, these materials (from clearly identifiable groups and individuals) will not be posted but will be collected and made available in a central location in the lobby. The Library cannot guarantee either the accuracy of the information provided or a balanced representation of all viewpoints because of the ephemeral nature of such issues.
 - All notices for the bulletin board should be given to the Library director, or their designee, for posting.
 - Undated notices will be posted for one month. Any notice can be removed regardless of date if space is needed for a notice with higher priority and the director reserves the right to limit a portion of the bulletin boards or exhibit space for the use of the Library.
 - The Library reserves the right to make the final decision about any notice and to establish criteria insuring fair access to the bulletin

boards. Notices that do not meet the Library's criteria will be held for one week, and then discarded if not claimed in that time.

- **Exhibit space:** The locked display space is available on a first-come-first-served basis to any person or group wishing to display a special collection of items or information. The collection should be appropriate for all ages, but may be specifically aimed at a special age group. No collection may contain any material that may be considered a safety hazard to the Library or to Library patrons.
 - Priority is given to Library displays or those in conjunction with a Library sponsored-program or event. The Library does not necessarily support or endorse the aims and objectives of the groups whose material may be displayed in the Library nor should it be assumed that all the material submitted will be put on display.
 - The Library does not insure any exhibits. The Library is not responsible for loss or damage or return of any item(s) on display. The exhibitor assumes full responsibility for loss or damage to articles on display in the Library.
 - Public display of for-profit items is strictly prohibited. Items cannot be displayed "for sale." However, the owner's name and contact information may be placed inside the display case. Except for fund-raising events of a special local community nature and events that are co-sponsored by the Library or the Friends of the Library, no sales of exhibit items are permitted in the Library nor will they be handled by Library staff.
 - The artist or exhibitor will be responsible for setting up and removing the exhibit. The exhibitor must coordinate dates for setting up and removing any exhibit through the office of the Library director. Library staff are not available to assist in any way with the creation or dismantling of exhibits.
 - At no time should any item be attached to the display case or Library walls.