

## WIGGIN MEMORIAL LIBRARY MEETING AND DISPLAY POLICY

### A. Meeting Space

The Library has a community meeting room and a small quiet study room available for public use upon application. Library sponsored meetings will be free and open to the public and are given priority when scheduling meeting room use. Meetings held within the library and not sponsored by the library are subject to these rules:

1. In accordance with the ALA's interpretation of the Library Bill of Rights concerning meeting rooms: Meeting space within the library is available to non-profit educational, cultural, civic, intellectual, and charitable organizations. Meetings in library space must be open to the public. Individual tutoring sessions are not subject to this requirement.
2. Persons meeting in the library are subject to all rules and regulations of the library. Programs may not disrupt normal library business. Attendees will supervise and be responsible for children inside and outside the library. Youth events will have at least a 1:10 Adult:Child ratio.
3. Profit-making companies or individuals are not allowed to reserve library space, but such groups may be contracted by the library to present a library-sponsored informational program. In such cases, the company must offer its information in an educational presentation. No brand names or company services may be promoted, though a display may be set up for the duration of the program.
4. The library recognizes the rights of free speech and free assembly. Granting of permission to use library facilities does not constitute an endorsement by the library staff or Board of Trustees of the users or their beliefs. No group will imply in its advertising that the library has sponsored or supported its meeting or group unless written permission is given by the library director or Board of Trustees.
5. Room Reservations:
  - a. Use of library space must be requested through the library director or through the current reservation system. Library programs will be given priority and all other requests will be reviewed on a first come, first served basis.
  - b. In order to serve the many groups in Stratham, no group or organization may reserve a room more than 3 months in advance or more than 4 times in a calendar year unless granted permission by the library director. While library programs may be scheduled on a recurring basis, outside groups may not schedule recurring meetings without special permission from the library director. The library reserves the right to adjust reservation limits based on demand. An adult representative with an active Wiggin Memorial Library borrower's card must be designated as the person responsible for the use of the space
6. Persons meeting in the library are responsible for returning furniture, etc. to its original placement and leaving the space in the condition in which it was found. Any damage done to the inside or outside of the library or its contents during or as a result of the meeting will be assessed to the meeting's sponsor. Library staff are not responsible for any aspects of setting up or cleaning up for non-library-sponsored events.

7. Groups will meet during regular operating hours unless otherwise approved by the library director or Board of Trustees. Groups will leave the meeting space at least fifteen (15) minutes before the library closes.
8. Occupancy of library space is limited to the Fire Chief's safety limit of 70 people in the community meeting room and 6 people in the quiet study room

#### B. Displays and Exhibits

The library is a public forum for ideas and information. Displays and/or exhibits which support this role will be allowed under the following conditions:

1. Either the library director or the Board of Trustees may deny a request if the library's space is insufficient or the display is likely to physically hinder the regular operations of the library.
2. The library will not incur any financial responsibility for materials displayed, nor will it carry insurance to cover theft, loss or damage.
3. No display or exhibit may violate any local, state or federal laws.
4. No organization or individual will be permitted to place in the library any receptacle which solicits donations unless approved by the library director as a project which supports the library's mission, goals and/or programs.
5. Granting of permission for displays and/or exhibits in the library does not constitute an endorsement by the library staff or Board of Trustees of the display or exhibit or its content.

#### C. Bulletin Boards

The library bulletin boards are meant to be a forum for the dissemination of information to the public. Some are restricted to library postings while others display community or for-profit information. The library will post all submitted announcements regarding official town board meetings in accordance with state law. All other requests to post material will be honored under the following conditions:

1. All requests must be made in person to a staff member. Any material posted directly to a bulletin board will be removed.
2. The library may remove a posting seven (7) days after posting or after the date of an event displayed on the posting.
3. The library director shall have the right to limit submissions to a single, 8 1/2" x 11" sheet of paper per person or organization at any given time.
4. Any materials advocating the election of a specific candidate, the furthering of a specific political issue or agenda, or the furthering of a specific religious group, program or world-view will not be displayed on the bulletin board(s). This does not apply to announcements of events by such persons or groups.
5. All submissions must comply with all local, state, and federal laws.
6. Library and Town of Stratham postings take priority at all times.

The Board of Trustees reserves the right to revoke meeting space, display and/or exhibit space, and bulletin board posting privileges at any time and to change or amend the provisions of this policy.

Signatures of the Board of Trustees indicates adoption of this policy.

<b>Rev. 03/2011</b>
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