

Public Notices/Displays & Exhibits/Meeting Room Policy

Revised and Adopted: November 11, 2023

** Incorporated Display & Exhibits Policy and Meeting Room Policy*

As a community resource, the Kinderhook Memorial library welcomes public notices, displays and exhibits and use of our meeting room by individuals and groups to foster public expression that informs and enriches our community.

To achieve this end, the Library follows the guidelines set out in the American Library Association Bill of Rights, Article VI:

"Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use."

Public Notices/Bulletin Board:

Space for public notices of community interest is available to non-profit, advocacy and/or civic organizations sponsoring charitable, cultural, educational and/or recreational events in the public interest and to profit-making groups sponsoring these types of events in the public interest. All events must be open to the general public.

Limited space generally allows only for short-term notices. The Director, or their designee, must approve all postings and may prohibit postings which do not meet comply with this policy. The Library staff will place and remove postings. The Library is not responsible for returning posted material.

Displays & Exhibits:

Displays or exhibits of art work, handiwork, historical material, nature study or any other material deemed for general interest may be exhibited.

The Director shall accept or reject material offered for display based on its suitability and the availability of display space. The library assumes no responsibility for the preservation, protection or possible damage or theft to any items(s) displayed or exhibited. All items placed in the Library are done so at the owner's risk.

See *Attachment A*: Kinderhook Memorial Library Display and Exhibit Release Form.

Meeting Room:

The Kinderhook Memorial Library's meeting room is available for use by non-profit organizations and individuals engaged in educational, recreational, cultural, intellectual or charitable activities, subject to the approval of the Library Director.

When a group would like to use the meeting room, it must file a request with the Library Director prior to the date of use, including the group's name and contact information, the purpose, date and time of the meeting, and the number of people expected. The group's request will be reviewed by the Library Director, and the group will be notified by the Library Director as to the availability of the room. The group will be provided a copies of the Library's Patron Code of Conduct/Responsibilities, Child Safety Policy/Vulnerable Adults Policy and the Public Notices/Displays & Exhibits/Meeting Room Policy at the time the request is made.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board of Trustees.

It is understood that Library programming will have first priority in meeting room use. If a Library event is scheduled on a day that has been reserved by another group or individual, the Library event has priority. Every effort will be made to prevent such an occurrence.

All meetings must be free of charge and open to the public. Arrangements for entry to the building and timing of the event must be made with the Library Director. Refreshments may be served only with the prior permission of the Library Director.

If a group would like to host a political campaign forum in the meeting room, the event must be sponsored by a non-partisan, third-party organization and all candidates must be invited.

If a sitting elected representative wishes to meet with constituents, the Library space may be used for a public program, with the exception of 60 days prior to an election in which they are a candidate.

The people using the meeting room shall leave it in neat, clean, and orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room. The organizer of the event will be responsible for paying for all repairs and/or replacement costs incurred as a result of damage caused by misuse, abuse, or loss of Library equipment or facilities.

Library staff are not required to be on premises during non-library events. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

See *Attachment B*: Kinderhook Memorial Library Request for Meeting Room Use Form.

Attachment A

**Kinderhook Memorial Library
Display & Exhibit Release Form**

In consideration of the privilege of displaying/exhibiting the materials listed below within the Library, the undersigned individual, personally and on behalf of any other exhibitor(s), hereby releases and holds harmless the Library from all liability arising out of exhibiting such display/exhibit in the Library and for responsibility for loss, damage or destruction in connection with said display/exhibit.

Exhibit to be held in the _____

On the date(s) of _____

Description of materials loaned: _____

Name (Printed): _____

Signature: _____

Date: _____

Address: _____

Telephone: _____

Attachment B

**Kinderhook Memorial Library
Meeting Room Use Request Form**

In consideration of the privilege for using the Meeting Room, the undersigned individual, personally and on behalf of the entity on whose behalf the meeting/event is being conducted, hereby releases and holds harmless the Library from all liability arising out of the conduct of said meeting/event and use the Meeting Room and for responsibility for loss, damage, or destruction in connection with and during said use.

If necessitated by the date and time of the meeting/event, the Library Director will make arrangements with the individual organizing the meeting/event regarding access to or exit from the Meeting Room. A Meeting Room key may then be picked up and returned to the Library by arrangement with the Library Director.

Requesting organization: _____

Date of meeting/event: _____

Organization Organizing the Event Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Individual Organizing Event:

Name (Printed): _____

Signature: _____

Date: _____

Email: _____

