

# Visual Display Policy

The Boyden Library (“Boyden” or the “Library”) is pleased to offer artists, collectors, and organizations the opportunity to display their work to the Foxborough community. By hosting displays, the Boyden supports individuals and organizations with a means of public expression to the Foxborough community. This policy was created to provide fair, non-discriminatory, and rational time, place, and manner standards for the use of display areas in the Library, thus ensuring use of these spaces in a manner that is consistent with the Library’s other service objectives. Priority will be given first to displays offered by the Boyden’s or other Town of Foxborough (“Foxborough”) departments, second to the residents or organizations based in Foxborough, and third to outside individuals and organizations.

The Library pledges to follow the guidelines of displays set forth in Article 1 of the American Library Association’s Library Bill of Rights: “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” Article II adds: “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Also, Article VI declares that exhibit spaces should be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

## **I. Function**

1. The Library functions as an intellectual and cultural resource for Foxborough. Public displays on Library property are a means through which the public can visually discover new experiences, acknowledge special interests, and exchange information.
2. When not being used to promote library services, display spaces are available to residents and organizations engaged in educational, cultural, intellectual or charitable activities and will be provided on an equitable basis.
3. Display areas are available on an equitable basis, regardless of the beliefs or associations of the individuals or organizations making the request.
4. The Library will not act as an agent for the exhibitor. Exhibitors are encouraged to post statements about their work, but price tags or posting of price lists are forbidden.
5. The Library shall not accept commercial displays for any individual or organization. The Boyden will not accept any materials being offered for sale to the public unless the sale proceeds directly benefit the Library.
6. No displays may be mounted outside of those public display areas designated by the Library. The use of tape, sticky tack or other substances is prohibited.

## **II. Guidelines**

1. Displays are accepted at the sole discretion of the Library Director and/or the Library's Board of Library Trustees.
2. The Library will review all materials before the display is set up to assure that they do not conflict with, or are not inconsistent with, the use of Library property for its dedicated public purpose. The Library will not accept displays, exhibits, posters, etc., which are determined to be illegal, offensive or inappropriate for a public library setting (i.e., one that is free and accessible to people of all ages). Displays that promote discrimination against persons or groups will not be approved.
3. Displays will be accepted as long as they do not interfere with the daily operation of the Library. Displays will be authorized as space permits. The individual/organization requesting the display is responsible for installing and removing the display on the scheduled time in accordance with applicable Library policies.

## **III. Application Review**

1. Individuals/Organizations interested in using a display space must complete the Display Application. This form can be located on the Library's website ([www.boydenlibrary.org](http://www.boydenlibrary.org)). Questions should be addressed to the Library Director. Library displays will have top priority.
2. Displays will be approved for a set time; with the understanding the requesting Individual/Organization is responsible for installation and removal.
3. The application process consists of a completed application form and photos of the proposed display. An application that does not include photos of the display will automatically be disqualified.
4. After approval from the Library Director, the Individual/Organization may book the requested space on the Library's website ([www.boydenlibrary.org](http://www.boydenlibrary.org)) by clicking the Meeting Rooms tab. Please contact the Library's Department Administrator (508-543-1245) for further assistance.
5. Neither the Library nor Foxborough will be responsible for any damage/theft that may occur during the transport, installation, display time or removal.
6. The Library's Department Administrator will organize the display schedule. Reservations for display areas may be made up to six months in advance.
7. Collections will be displayed exclusively in the Library's Community Room.

8. A decision by the Library Director to disapprove materials for a display may be appealed in writing to the Library Board of Trustees within 30 days of notification of disapproval.

#### **IV. Installation and Removal**

1. Responsibility for installing and removing the display solely lies with the requesting Individual/Organization.
2. The requesting Individual/Organization is asked to be respectful of the Boyden's Community Room users; thus, it is forbidden to install/remove displays if the Community Room is in use.
3. The requesting Individual/Organization may not move existing displays or Library materials during the installation of their display, unless permission is granted by the Library Director/Library Board of Trustees.
4. A description of the Collection from the Individual/Organization shall be posted in the Library's Community Room for the duration of the exhibit.
5. Individual/Organization using the Library's display spaces may not install their displays prior to dates on which their reservations begin. The use of tape, sticky tack or other substances is prohibited.
6. The requesting Individual/Organization shall bear full responsibility for, and shall indemnify and hold harmless the Boyden Library with respect to any, damage of any Library property relating to or resulting from display activities.
7. All displays shall be installed and removed on the assigned dates under the supervision of the Department Coordinator.
8. Boyden Library does not have storage space for the Individual's/Organization's display.
9. The requesting Individual/Organization may remove their exhibit before the end of the display period or substitute works other than those initially displayed. The Library Director must view and approve the substitute works before they are displayed at the Library.

#### **V. Cancellation**

1. Boyden Library reserves the right to cancel any and all displays should unanticipated circumstances, such as a unique display opportunity or unforeseen need for use of Library property, warrant such action.