



## Visual Display Policy

Boyden Library is pleased to offer artists, collectors, and organizations the opportunity to display their work to the Foxborough community. By hosting displays, Boyden Library supports individuals and organizations with a means of public expression to the Foxborough community. This policy was created to supply fair and rational standards for the use of display areas in the Library, thus ensuring use of these spaces in a manner that is consistent with Boyden Library's other service objectives. Priority will be given first to displays by Boyden Library or other Foxborough departments, second to the residents or organizations in Foxborough, and third to outside individuals and organizations.

Boyden 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. Boyden Library functions as an intellectual and cultural resource for the Town of Foxborough. Displays 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. Boyden Library reserves the right to designate and limit space, size, and location of displays.
3. Display areas are available on an equitable basis, regardless of the beliefs or associations of the individuals or organizations making the request.
4. Boyden 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. Boyden Library does not accept commercial displays for any individual or organization. Boyden Library will not accept any materials being offered for sale to the public unless the proceeds are directly to benefit the Library.

6. No displays may be mounted outside of display areas specified by Boyden 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 Board of Library Trustees.
2. Boyden Library reserves the right to review materials before the display is set up. Boyden Library will not accept displays, exhibits, posters, etc. which are judged illegal, offensive or inappropriate for a Public Library setting (i.e. one that is free and open to people of all ages). Displays that promote discrimination against persons or groups will be refused.
3. Displays will be accepted as long as they do not interfere with the daily operation of the library. Displays will be approved as space permits. The individual/organization is responsible for installing and removing the display on the scheduled time.

## **III. Application Review**

1. Individuals/Organizations interested in using a display space must complete the Display Application. This form can be picked up at the Circulation Desk or printed from 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. Neither the Boyden Library nor the Town of Foxborough will be responsible for any damage/theft that may occur during the transport, installation, display time or removal.
5. Library Director will organize the display schedule. Reservations for display areas may be made up to six months in advance.
6. Displays must conform to Boyden Library's space restrictions.
7. A decision by the Library Director to refuse materials for a display may be appealed in writing to the Board of Library Trustees within 30 days of notification.

#### **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 Boyden's Community Room; thus, it's forbidden to install/remove displays or access the exhibit 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/Board of Library Trustees.
4. Individual/Organization using the Library's display spaces may not install their works prior to dates on which their reservations begin. The use of tape, sticky tack or other substances is prohibited.
5. The requesting Individual/Organization will bear full responsibility for the damage of any Library property.
6. All displays shall be installed and removed on the assigned dates under the supervision of the Library Director.
7. Boyden Library does not have storage space for the Individual's/Organization's display.
8. The requesting Individual/Organization may remove their exhibit before the end of the display period or substitute works from those 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 display should situations, such as a unique display opportunity or unforeseen need, warrant such action. If a display is cancelled, the requesting Individual/Organization will have the right to showcase their display again, for the full duration of the display time originally scheduled, at the earliest convenience.

Approved by the Board of Library Trustees ~ December 5, 2017

Revised and Approved by the Boyden Library Board of Trustees, 09/10/2025