

SANDOWN PUBLIC LIBRARY
MEETING AND DISPLAY POLICY

Statement of Purpose: The meeting rooms, displays, and bulletin boards in the Sandown Public Library are provided to further the mission and goals of the library. The rooms are intended for library programming and for gatherings of a civic, cultural, educational, or community nature as determined by the library director and/or the Library Board of Trustees. All displays, bulletin board postings, and activity in the meeting rooms shall comply with established library policies and rules. Policies and rules remain under the final authority of the Library Board of Trustees. That authority is delegated to the Library Director.

A. Meeting Space

1. An adult representative with an active Sandown Public Library borrower's card in good standing must request the room and will be designated as the contact person and the person accountable for all rules and procedures being followed as well as for any damage done to the room or its equipment.
2. The Library has limited meeting space, including a room which can only be reached via stairs and a small gathering area upstairs which may be made available for public use upon application. The Library may inquire about ability to use stairs when the downstairs room is being requested. Library-sponsored meetings will be free and open to the public and are given priority when scheduling meeting room use.
3. Meetings held within the library and not sponsored by the library are subject to this criteria: Meeting space within the library is available to organizations and individuals engaged in community, educational, cultural, or charitable activities who wish to host a meeting or event for their group.
4. Persons meeting in the library are subject to all rules and regulations of the library. Events or meetings may not disrupt normal library business or conflict with library sponsored meetings, programs, or activities. Disruptions include, but are not limited to, excessive noise, frequent opening and closing of meeting room doors, and individuals coming and going consecutively during the full time of the room use.
5. 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.
6. The sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited with the exception of the following: Tutors or coaches who charge for their services who themselves have a valid Sandown Public Library borrower's card or whose clients have a valid card. No business or donations may be solicited directly or indirectly.
7. The library recognizes the rights of free speech and free assembly but granting of permission to use library facilities does not constitute an endorsement of users or their beliefs by library staff or the Board of Trustees. No group may imply in its advertising that the library sponsors or supports its event unless the organization receives written permission from the library director or Board of Trustees.
8. Organizations meeting at the library should conduct regular business meetings, work sessions, or presentations for their members rather than publicly advertised presentations or other events. Any organization that wishes to sponsor a publicly advertised event should contact the Library Director or Assistant Director to inquire about the possibility of the library co-sponsoring the event. The library occasionally co-sponsors events consistent with our vision and mission as our programming capacity allows.
9. Attendance shall not exceed the room capacity approved by the Sandown Fire Department.

SANDOWN PUBLIC LIBRARY
MEETING AND DISPLAY POLICY

10. All trash must be removed by the organization sponsoring the meeting.

11. Room Reservations:

- a. Library programs have priority and all other requests will be reviewed on a first come, first served basis. In rare circumstances the library may need to cancel or reschedule a group's reservation to accommodate a library use.
- b. In order to serve the many groups in Sandown, no group or organization may reserve a library meeting space more than 6 months in advance or more than 8 times in a calendar year unless granted permission by the Library Director.

While library programs may be scheduled on a recurring basis, outside non-library groups may not schedule recurring meetings in library meeting space more than 6 months at a time without special permission from the library director. (Pending construction: Advance reservations for the Quiet Study Room are limited to three times in a calendar month (per adult cardholder, whether recurring or not).

- c. The library reserves the right to adjust reservation limits.
 - d. As outlined above, an adult representative with an active Sandown Public Library borrower's card in good standing must request the room and will be designated as the contact person and the person accountable for all rules and procedures being followed as well as for any damage done to the room or its equipment.
 - e. Reservation requests should be submitted online through the library's reservation system. If online access is not available to the requester, he or she may call or visit the library.
12. 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 to 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.
13. (Pending) Groups or individuals using the Quiet Study Room will meet during regular operating hours. Groups or individuals must leave the Quiet Study Room at least fifteen (15) minutes before the library closes.
14. The library reserves the right to cancel any meeting due to inclement weather or other unanticipated situations.

B. Displays and Exhibits

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

1. Either the Library Director or the Board of Trustees reserves the right to deny a request for exhibit or display inside or outside 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 that solicits donations unless approved by the Library Director as a project supporting the library's mission, goals and/or programs.

SANDOWN PUBLIC LIBRARY
MEETING AND DISPLAY POLICY

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" 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 worldview will not be displayed on the bulletin board(s). This does not apply to announcements of events by such persons or groups.
5. Submissions must comply with all local, state, and federal laws.
6. Library and Town of Sandown 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.

SANDOWN PUBLIC LIBRARY
MEETING AND DISPLAY POLICY

<u>Name:</u>	<u>Signature & Date:</u>
Carol Busby, Chair	
Carol Fournier, Treasurer STEPHEN BROWN	
Diana True, Vice Chair	 10/13/2022
Julie Drouin	 10/13/22
Melissa Tiney, Secretary	melissatiney 09/28/2022