

Putnam Public Library

Display and Handout Policy

Brochure Rack and Handouts

The Putnam Public Library maintains a brochure rack to make handouts available in order to provide the residents of Putnam and the surrounding communities with information on cultural, educational, recreational, civic or service-oriented events and issues.

Only information from non-profit organizations will be accepted. The library will **not** display or distribute personal, commercial, or profit-making handouts. In addition, the library reserves the right to reject other materials that are deemed inappropriate.

Handouts will be placed in the library at the discretion of the Library Director based on space available, date of the event, and length of time the library has displayed the material. Acceptance of handouts does not constitute or imply endorsement by the library or by the Town of Putnam. The library will accept for distribution multiple copies of free local or regional newspapers, as space allows.

Displays and Exhibits

In keeping with its mission, the Putnam Public Library showcases exhibits and displays for the artistic, cultural, and informational enrichment of the community. In addition, the exhibits are intended to make the library a pleasant and interesting place to visit.

The non-secure case in the adult section is available to be reserved on a first come, first served basis if the library is not using the case for library displays.

Exhibits are subject to the approval of the Library Director or his/her designee and will be accepted or rejected based on their artistic, cultural, and/or informational merit. All exhibits must meet acceptable community standards.

The library will make every reasonable effort to protect items displayed, but exhibitors should recognize that the library is a public building used by a large number of people. Library staff cannot be held responsible for the preservation or protection of items on display. Normally, items will be kept on display for one month. It is the responsibility of the exhibitor to set up and remove his/her exhibit.

The library does not participate in the sale of displayed items. The exhibitor's name and contact information may be left with the Library staff to give to any interested party.

Acceptance of an exhibit does not constitute an endorsement of the exhibitor's policies or beliefs by the Library Board of Trustees or the Town of Putnam.

Administration of Policy

The Library Board of Trustees authorizes the Library Director to act in keeping with this policy and to execute its provisions on behalf of the library and the Town of Putnam.

Exceptions and Amendments

The Library Board of Trustees reserves the right to make exceptions to the provisions of this policy. In addition, the Library Board reserves the right to amend this policy from time to time, as it deems appropriate or at least every 3 years in response to changing conditions.

Adopted by the Library Board of Trustees on May 22, 2023