



Greenwich Library Policy

Use of Display Facilities and Community Bulletin Boards (Excluding the Flinn Gallery which is the subject of a separate Policy)

Approved November 12, 2019

Display facilities in the Greenwich Library include Community Bulletin Boards, floor cases, exterior and interior glass cases, display panels, exterior windows, book shelving and other physical facilities intended for viewing by the public.

Guidelines for Community Bulletin Boards:

Community Bulletin Boards are available at the Main Library and each of its branches to permit all persons and groups to announce public events of community interest or to otherwise serve a community interest. Community Bulletin Boards may not be used for personal, for-profit/commercial or partisan political purposes, as determined by the Library's Information Services Manager (the "ISM") for the Main Library or Branch Manager at the relevant branch, in his or her sole discretion. Community Bulletin Boards are not intended to be forums for the exercise of "free speech". The ISM or the relevant Branch Manager shall determine the location, manner and duration of the posting of any materials on a Community Bulletin Board.

Prior to being posted on a Community Bulletin Board, each proposed posting must be approved by the ISM or the relevant Branch Manager. Only Library staff may post materials to a Community Bulletin Board. Materials posted to a Community Bulletin Board without approval may be removed and discarded by the Library staff.

Guidelines for Library Display Facilities:

Display facilities other than Community Bulletin Boards (the "Library Display Facilities") are reserved for Library use only, and intended primarily for highlighting Library collections, services and events. At the discretion of the ISM or the relevant Branch Manager, non-library materials may be displayed within the Library Display Facilities. The ISM or relevant Branch Manager shall determine the location, manner and duration of the display of any non-library materials within a Library Display Facility.

Materials publicizing Library events, including but not limited to signage, exhibits or banners, may be displayed on Library grounds, subject to the approval of the Board of Trustees' Buildings and Grounds Committee as to the manner of display.

General:

The authority of the ISM and the Branch Managers under this Policy may be exercised by the Director or Deputy Director of the Library, without limitation.

The Library reserves the right to refuse or remove any display within the Library Display Facilities or any posting on a Community Bulletin Board for any reason, subject to applicable law.

The Library assumes no responsibility for the preservation or return of any non-Library display or posting.

Displaying materials within the Library Display Facilities or permitting posting on a Community Bulletin Board does not imply any endorsement or approval of the referenced beliefs, policies or programs by the Greenwich Library or its Board of Trustees.

Non-Library materials or information may be displayed or posted on the Library's website, subject to the website's terms of use.

The Board and the Director of the Library each have the discretion to construe and interpret this Policy, and to make all determinations necessary, appropriate or advisable for the administration of this Policy, subject to applicable law but not otherwise subject to review.

Replaces Use of Display Facilities and
Community Bulletin Boards Policy
Approved January 13, 2009