

Solvay Public Library

POLICY FOR EXHIBITS, NOTICES, SALES AND FUNDRAISING IN THE LIBRARY

The library director/manager or head clerk has full authority and responsibility for approving exhibits, posted notices, programs and other activities in the library or on library grounds.

Selling and Fundraising in the Library

The Solvay Public Library Foundation, the Friends of the Solvay Public Library (hereafter "SPL"), authors and artists participating in an SPL-sponsored event, and not-for-profit organizations whose missions align with that of the SPL may sell books, tote bags, artwork or other items related to a presentation held at the Library.

The SPL and its Foundation do not endorse or promote any products sold.

Exhibits and Activities in the Library

Priority for consideration of exhibits and activities in the library will be given to

- library-sponsored programs and those directly relevant to the library;
- non-profit organizations and groups or individuals with a civic, educational, cultural, social, or similar purpose consistent with the use of a publicly supported building; and
- groups concerned with local community issues. Posters, pamphlets or booklets for distribution may be placed in the library with permission of the library manager.

Exhibits and activities may not disturb normal library use.

Refreshments will not be allowed without permission of the library manager.

Library space used by an outside group or person must be left in an orderly condition. The cost of extra cleaning or repair will be the responsibility of the group's sponsor.

The Library is not responsible for loss or damage incurred while the exhibited items are in the Library. All items placed in the Library are placed there at the owner's risk.

The Library's insurance policy covers only items owned by the library. All exhibitors are required to sign a Release Agreement that releases the library from responsibility for any items in the exhibit.

Collecting Donations in the Library

Community organizations may place containers in the library or on library property to collect nonmonetary donations, with approval of the library manager, in areas designated by library staff. Length of time for collecting donations may be limited by the library manager.

Posting Notices in the Library

Bulletin board space is provided as a public service in the Hazard Room of the library. Notices of community affairs may be displayed subject to the availability of space and permission of the library manager. All materials accepted for posting must be neat and attractive and must not be for profit.

Items to be posted on the library bulletin board must be dated and can be posted for up to two weeks.

Permission will not be granted to post any item if

- it is anonymous or does not clearly identify the individual, group or organization involved, or
- it relates to political parties or candidates.

The library manager has final authority on all questions pertaining to the use of the bulletin board. Any complaint regarding this policy may be addressed to the library Board of Trustees in writing.

Adopted by the Solvay Public Library Board of Trustees on November 10, 2025