

## GLEN ROCK PUBLIC LIBRARY

### PUBLIC DISPLAY POLICY

The Mission of the Glen Rock Public Library to serve the residents of Glen Rock will be furthered by allowing, in certain instances, Glen Rock-affiliated groups to install displays or boxes for the donation of goods on Library property. Therefore, subject to the restrictions set forth below, not-for-profit groups based in Glen Rock or having a membership principally composed of Glen Rock residents may be permitted to place displays or non-monetary collection boxes within the Library building.

No collection box or display shall be installed without the prior express approval of the Library Director. The determination of whether a particular display or collection box conforms to the restrictions contained in this Policy shall be in the sole discretion of the Library Director.

Displays or collection boxes may be placed in the Library for no longer than six weeks. Installations must be removed promptly at the end of their display period. Acceptance of a collection box or display shall not constitute an agreement to keep the installation in place for the entire six week period. Any installation may be removed by the Director at any time. Notice will be provided if an installation is so removed.

Collection boxes may only be placed in the rear entrance area of the Library and may not be larger than 22" x 15". Displays shall be no larger than 36" x 48" and shall not be placed in the Gallery or in front of Gallery artwork in other areas of the Library, in front of the Donor Wall, where they may impede library usage or where they may obscure library signage. Placement is subject to space limitations within the library and subject to the discretion of the Library Director.

Any solicitation of goods or other contributions must be for an ultimate beneficiary other than the organization placing the box or display (i.e., no organization shall place a collection box on Library premises seeking goods or donations for the use of that organization or its members). Book collections shall be limited to the Friends of the Glen Rock Public Library.

In no event shall any group be permitted to solicit funds within the Library building or on Library grounds.

The Friends of the Glen Rock Public Library, including the Gallery at the Library, shall not be subject to these restrictions.

Amended/approved by the Glen Rock Public Library Board of Trustees, Feb.16, 2017