



## Keene Public Library Policies

<b>Public-Initiated Displays</b>	<b>Adopted: March 28, 2023</b>
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The Keene Public Library provides spaces for displays (“Displays”) as a means for enrichment and education of community members of all ages and in accordance with the following Policy. The Library spaces are not an open public forum, and the Library reserves the right to review and accept or reject Displays in accordance with the following Policy.

The Keene Public Library invites the public to make Displays in pre-approved spaces and for a pre-approved period as determined by the Library. Reservations for Displays may be placed up to one year in advance. The Library will discuss in advance any assistance or materials that are needed to setup the Display.

Anyone who wishes to request use of display space must agree to the following provisions.

The Library spaces designated by the Library are open to individuals and organizations engaged in educational, cultural, intellectual or charitable and non-profit activities (“Sponsoring Entity”). The fact that Sponsoring Entity is permitted to use Library spaces for a Display does not in any way constitute an endorsement by the Library of the contents of the Display, or any endorsement of the Sponsoring Entity, and no claim to that effect may be used in any public announcement, or advertising.

The Sponsoring Entity must conform to any constraints placed upon the display space by the Library. The Sponsoring Entity shall be responsible for the installation and the timely set up and removal of the Display without damage or loss to the Library. The Sponsoring Entity shall be responsible for the cost of any damage, loss, or repair of any Library property. Neither the Library nor the City of Keene will assume any responsibility or obligation for any loss or damage to any item or items Displayed. The Display is not, and will not, be covered under any insurance policy owned by the City of Keene. If the Display contains personal property and other items of value, the Sponsoring Entity may be required to present a valid certificate of insurance to the Library Director proving the Sponsoring Entity holds adequate insurance to cover the value of the Display, and a signed Public-Initiated Display Release Form before the Display is permitted.

The Library will not accept any Displays containing commercial content unless they are co-sponsored by the Library or is a direct fundraising Display to benefit the Library. Prices may not be posted on the Display, nor admission charged. Business cards may be placed with the Display. Potential buyers will be required to contact the Sponsoring Entity or their agent directly. No sales may be made on the premises.



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In addition to the requirements of this Policy, the Library adopts certain guidelines from the Library Bill of Rights written by the American Library Association. Staff will specifically consider Article I of the Library Bill of Rights that states, “Materials shall not be excluded because of the origin, background, or views of those contributing to their creation,” and Article IV, which states that display space should be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Art displays will also be considered within the context of the [City of Keene’s Public Art Policy](#).

Displays are accepted at the discretion of the Library staff responsible for scheduling displays. The Library has the right to review the materials before the Display is set up. A decision not to accept a Display may be appealed by following the Reconsideration of Display process outlined below. Interested individuals organization may request a space for a Display by contacting the staff responsible for public reservations, and submitting the Public-Initiated Display Application for approval.

The Library reserves the right to determine the location, size, and duration of all Displays within the Library. The Library may deny requests for Displays that do not conform to the requirements of this Policy, or if they will interfere with the Library’s or public’s use of a space, or constitute a potential hazard to public health and safety. The Display and materials to be distributed must identify the Sponsoring Entity.

The Library may remove a Display, or any portion of the Display, that is not in conformance with the approved application, or is otherwise in violation of this Policy. The Library is not responsible for any damages if Library staff must move a Display for any reason, including not being removed in accordance of the terms of agreement in the Display Release Form. Display items not picked up within seven-business days will be considered abandoned property and may be turned over to the Keene Police Department or disposed of at the Library’s discretion.

### **Publicity**

Publicity is the responsibility of the Sponsoring Entity unless the Library co-sponsors the Display. The Library may consider co-sponsorship of a Display if the subject of the Display directly aligns with the Library’s mission and services.



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The Sponsoring Entity may schedule special openings or other events with permission from the Library staff member in charge of public reservations. All arrangements must be approved at least two weeks prior to the planned event. Food and beverages may be consumed only in areas designated by the Library staff. Sponsoring Entities who wish to serve alcohol must apply for a permission as set forth in the Library Spaces Policy (page 4). The event must be free and open to the public.

### **Reconsideration of Displays**

In the event that a person objects to a Display or denied the ability to present a Display, that person may submit a completed Request for Reconsideration Form to the Library Director. The Board of Trustees will consider the request and render a decision the next regularly scheduled meeting if the request is received at least four (4) business days prior to that meeting. The patron filing the complaint will receive a written reply within ten (10) days after the decision by the Board of Trustees. The Decision of the Board of Trustees shall be final.