

Bridgman Public Library

4460 Lake Street • Bridgman, MI 49106 • 269-465-3663 • Fax 269-465-3249

Bridgman Public Library
Bulletin Board/Exhibit Space
Adopted October 13, 2009
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Bulletin Board/Exhibit Space

The Bridgman Public Library makes its bulletin boards and exhibit spaces available to groups for the free dispersal of information about community events and services. By permitting the use of these facilities, the Library does not implicitly or explicitly intend to endorse the sponsorship, opinions, beliefs, policies or viewpoints of any exhibitor(s).

Authorization to use the bulletin board, electric sign or exhibit space can be made by contacting the Library director during normal operating hours.

The bulletin board at the main entrance is reserved for notices from local nonprofit organizations. These include nonpartisan political notices of an informational nature, e.g. voter registration dates or notices of City or Township meetings. Public service notices offered by local businesses will be posted if space is available. Commercial notices, partisan political notices, retail advertising and notices larger than 8 ½ by 11 inches will not be accepted.

The Library will accept partisan political notices and informational materials concerning City or Township business, including those local issues that will be voted upon at a general election. Because of the limited space available on the bulletin boards, these materials (from clearly identifiable groups and individuals) will not be posted but will be collected and made available in a central location. The Library cannot guarantee either the accuracy of the information provided or a balanced representation of all viewpoints because of the ephemeral nature of such issues.

All notices for the bulletin board should be given to the Library director for posting.

Undated notices will be posted for one month. Exhibits can be displayed in the locked cases for one month. Any notice or exhibit can be removed regardless of date if space is needed for a notice with higher priority and the director reserves the right to limit a portion of the bulletin boards or exhibit space for the use of the Library.

The Library reserves the right to make the final decision about any notice and to establish criteria insuring fair access to the bulletin boards. Notices that do not meet the Library's criteria will be held for one week, and then discarded if not claimed in that time.

Exhibit space

Locked display space is available on a first-come basis to any person or group wishing to display a special collection of items or information. The collection should be appropriate for

all ages, but may be specifically aimed at a special age group. No collection may contain any material that maybe considered a safety hazard to the Library or to Library patrons.

Priority is given to Library displays or those in conjunction with a Library sponsored-program or event. The Library Board does not necessarily support or endorse the aims and objectives of the groups whose material may be displayed in the Library nor should it be assumed that all the material submitted will be put on display.

The Library does not insure any exhibits. The Library is not responsible for loss or damage or return of any item(s) on display. The exhibitor assumes full responsibility for loss or damage to articles on display in the Library.

Public display of for-profit items is strictly prohibited. Items cannot be displayed "for sale." However, the owner and contact information about items in the collection may be placed inside the display case. Except for fund-raising events of a special local community nature and events that are cosponsored by the Library or the Friends of the Library, no sales of exhibit items are permitted in the Library nor will they be handled by Library staff.

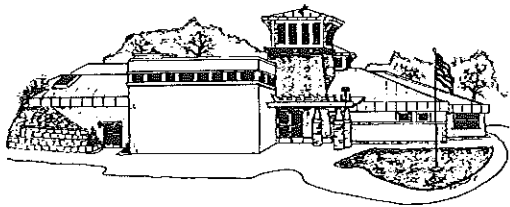
The artist or exhibitor must designate one person who will be responsible for setting up and removing the exhibit. The exhibitor must coordinate dates for setting up and removing any exhibit through the office of the Library director. Library staff is not available to assist in any way with the creation or dismantling of exhibits.

At no time should any item be attached to the display case or Library walls.

The display area is available for one month, at which time the owner must remove items for display.

As a courtesy to exhibitors, the Library will facilitate publicity about the exhibit with local newspapers. Exhibitors must provide a complete press release to the Library director who will then forward it to the local papers.

Exhibitors have the option of booking a reception in the Library Community Room. The use of the community room will be allowed, subject to the terms and conditions outlined in the Louise Christensen Community Room policy. A request must be submitted using the approved Community Room application and approval given before such an event can be sponsored.



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Bridgman Public Library
(Application for) Use of Exhibit Space
Adopted October 13, 2009
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BRIDGMAN PUBLIC LIBRARY

Application For Use of Exhibit Space

Please fill out this application and return to the Library.
Type or print information.

Today's Date _____

Name of person completing this application _____

Phone Number _____

Name of Owner/Organization (if applicable) _____

Date(s) requested _____

Description of the proposed exhibit

I have read the Bridgman Public Library Bulletin Board/Exhibit Space Policy and agree to comply.

Signature of responsible party _____

Address _____

Phone _____

Notice: This application must be submitted to the Bridgman Public Library Director for approval. No guarantee of approval can be made by any other persons.

Approved _____ Date _____

Disapproved _____ Date _____

Reason _____