

## WIGGIN MEMORIAL LIBRARY MEETING AND DISPLAY POLICY

### A. Meeting Space

The Library has a community meeting room and a small quiet study room available for public use upon application. Library-sponsored meetings will be free and open to the public and are given priority when scheduling meeting room use. Meetings held within the library and not sponsored by the library are subject to these rules:

1. In accordance with the ALA's interpretation of the Library Bill of Rights concerning meeting rooms: Meeting space within the library is available to organizations and individuals engaged in educational, cultural, intellectual, or charitable activities.
2. Persons meeting in the library are subject to all rules and regulations of the library. Programs may not disrupt normal library business. Attendees will supervise and be responsible for children inside and outside the library. Youth events will have at least a 1:10 Adult:Child ratio.
3. Profit-making companies and individuals cannot reserve library space except for tutors or coaches who may reserve space for use with clients (within limits outlined in A5). The library may engage businesses to present library-sponsored informational programs. In such cases, companies must offer information in an educational presentation that neither uses brand names nor promotes company services. Businesses may, however, set up a display for the duration of the event.
4. The library recognizes the rights of free speech and free assembly, but granting of permission to use library facilities does not constitute an endorsement of users or their beliefs by library staff or the Board of Trustees. No group may imply in its advertising that the library sponsors or supports its event unless the organization receives written permission from the library director or Board of Trustees.
5. Room Reservations:
  - a. Use of library space must be requested through the current reservation system or through the library director. Library programs have priority and all other requests will be reviewed on a first come, first served basis.
  - b. In order to serve the many groups in Stratham, no group or organization may reserve the Library Meeting Room ("Craig's Room") more than 3 months in advance or more than 4 times in a calendar year unless granted permission by the library director.
  - c. While library programs may be scheduled on a recurring basis, outside groups may not schedule recurring meetings in the Library Meeting Room ("Craig's Room") without special permission from the library director. Use of the Quiet Study Room is limited to three times in a calendar month, whether recurring or not.
  - d. The library reserves the right to adjust reservation limits.
  - e. An adult representative with an active Wiggin Memorial Library borrower's card must be designated as the person responsible for the use of the space.
6. Persons meeting in the library are responsible for returning furniture, etc. to its original placement and leaving the space in the condition in which it was found. Any damage done to the inside or outside of the library or to its contents during or as a result of the meeting will be

assessed to the meeting's sponsor. Library staff are not responsible for any aspects of setting up or cleaning up for non-library-sponsored events.

7. Groups will meet during regular operating hours unless otherwise approved by the library director or Board of Trustees. Groups must leave the meeting space at least fifteen (15) minutes before the library closes.
8. Occupancy of library space is limited to the Fire Chief's safety limit of 70 people in the community meeting room and 6 people in the quiet study room.

#### B. Displays and Exhibits

The library is a public forum for ideas and information. Displays and/or exhibits that support this role will be allowed under the following conditions:

1. Either the library director or the Board of Trustees may deny a request if the library's space is insufficient or the display is likely to physically hinder the regular operations of the library.
2. The library will not incur any financial responsibility for materials displayed, nor will it carry insurance to cover theft, loss or damage.
3. No display or exhibit may violate any local, state or federal laws.
4. No organization or individual will be permitted to place in the library any receptacle that solicits donations unless approved by the library director as a project supporting the library's mission, goals and/or programs.
5. Granting of permission for displays and/or exhibits in the library does not constitute an endorsement by the library staff or Board of Trustees of the display or exhibit or its content.

#### C. Bulletin Boards

The library bulletin boards are meant to be a forum for the dissemination of information to the public. Some are restricted to library postings while others display community or for-profit information. The library will post all submitted announcements regarding official town board meetings in accordance with state law. All other requests to post material will be honored under the following conditions:

1. All requests must be made in person to a staff member. Any material posted directly to a bulletin board will be removed.
2. The library may remove a posting seven (7) days after posting or after the date of an event displayed on the posting.
3. The library director shall have the right to limit submissions to a single, 8 1/2" x 11" sheet of paper per person or organization at any given time.
4. Any materials advocating the election of a specific candidate, the furthering of a specific political issue or agenda, or the furthering of a specific religious group, program or worldview will not be displayed on the bulletin board(s). This does not apply to announcements of events by such persons or groups.
5. Submissions must comply with all local, state, and federal laws.
6. Library and Town of Stratham postings take priority at all times.

The Board of Trustees reserves the right to revoke meeting space, display and/or exhibit space, and bulletin board posting privileges at any time and to change or amend the provisions of this policy.

Signatures of the Board of Trustees indicates adoption of this policy.

Rev. 05/2014

*[Signature]*, Trustee Date: 8/12/14

Constance Aubin-Adams, Trustee Date: 8/12/14

Vicki Mabacku, Trustee Date: 8/12/14

Teresa Remon Polunin, Trustee Date: 8.12.14

\_\_\_\_\_, Trustee Date: \_\_\_\_\_