



Pittsford Community Library Policies

Bulletin Board, Display Case, Distribution of Non-Library Materials Policy

Adopted by the Board of Trustees on June 8, 1995

Revised and approved by the Board of Trustees on December 11, 2024

For purposes of this policy, "community" refers primarily to the residents of the Town of Pittsford, and secondarily to the users of the Pittsford Community Library (whether residents or not).

The Pittsford Community Library ("the Library") is committed to providing access to educational, informational, and cultural resources that reflect the wide variety of interests in the community. The Library encourages community connection through the sharing of these resources utilizing the Library's designated spaces. The Library invites members of the community to use the Library's display cases, community bulletin board, and pamphlet racks, and allows for the select distribution of non-library materials as approved by the Library Director.

The Library will not display commercial or for-profit materials; materials endorsing or promoting a specific political party, candidate, or position; or persuasive materials. The Library does not endorse items or materials included in displays or exhibits, whether implicitly or otherwise. The Library assumes no responsibility for the preservation, protection, or possible theft of displayed or posted items.

Bulletin Boards

Community bulletin board space is available to display a limited number of flyers on a first-come, first-served available space basis. Priority will be given to educational, cultural, or community-based events sponsored by nonprofit and non-partisan organizations. A flyer size of 8 ½ x 11 is preferred as space may be limited. Events must be on a specific date and time and located in the town of Pittsford. Flyers will be displayed as space and reasonable time permits.

Community members may submit bulletin board items to Library staff during open hours. Any materials not posted by Library staff will be removed and discarded. The Library is not responsible for used or unused materials.

Display Cases

Library display cases and exhibits are intended to showcase educational, cultural, and artistic collections of community interest that are appropriate for a public building open to all ages. Display cases are available first to the Library and then by reservation to approved applicants as space and time allow. Reservations open on November 1 for the following year. Reservations are first come, first served.

Use of Library display cases is scheduled by the Library for a duration of one month. Exhibitors will not be compensated, and works may not be displayed for sale in the exhibit. Exhibitors may provide personal identification on a 3x5 card placed within the display.

Exhibitors are responsible for set up, arrangement, and take down of the exhibit. All publicity of the exhibitor may only name or use the Pittsford Community Library as a site location for the display. The Library is not responsible for any loss or damage. Individuals or entities using the display spaces are required to sign a waiver releasing the Library from any such claims. The application is available on the Library's website.

Distribution of Non-Library Materials

Pamphlet racks are available in the parking lot entrance vestibule for the community to make available flyers, brochures, and other materials that are of community interest. Library distribution of the free materials supplied by other organizations and agencies follow the same guidelines and restrictions herein covered and is limited to available space. The racks are available on a first come, first served basis as space and time allow. The Library will not return used or unused materials.