

DERRY PUBLIC LIBRARY
Display of Community Information Policy
Adopted 7/21/2014; Amended 10/18/2021

I. INTRODUCTION

The display of community information (including, but not limited to flyers, posters, brochures and community newspapers) within the Derry Public Library (“DPL”) complements DPL’s mission as a welcoming space for the community to connect, explore and grow.

DPL adheres to the principle of providing materials representing many points of view because providing access to information can raise public awareness of issues and concerns, help people become better informed and give them the tools necessary to form their own opinions.

In keeping with the Library Bill of Rights:

- Materials will not be excluded because of the origin, background or views of those contributing to their creation.
- Materials will not be removed because of partisan or doctrinal disapproval.
- Exhibit space is available on a first-come, first-served basis, regardless of the beliefs or affiliations of the individuals or groups requesting its use.

DPL strives to make display space available to the community for purposes that enhance the library’s educational, cultural and civic mission.

II. DEFINITION

The term “display” is used collectively to include handouts, flyers, signs, posters and exhibit items. The Library does not advocate or endorse the viewpoints of exhibits, exhibitors or events advertised using public display space.

III. INDOOR DISPLAY SPACE

Designated space within DPL is available, at the discretion of the Communications Coordinator to civic or nonprofit organizations engaged in intellectual, charitable, civic, cultural, educational and/or recreational activities.

If the Communications Coordinator declines a display, the applicant has the option of appealing to the Library Director. If the Library Director declines the display, the applicant has the option of appealing to the Board of Trustees.

The following rules shall govern all indoor public displays:

- Persons desiring to distribute community materials at DPL are required to submit such materials to the Communications Coordinator.
- Material will be accepted on a space-available basis, at the discretion of the Communications Coordinator.
- The primary purpose of the display must be to inform the public of the organization's programs, services and events.
- Preference is given to local organizations and events of likely interest to the Derry Community.
- No political candidate or campaign materials, commercial promotions or private events, such as yard sales and "services provided" are eligible for display.
- Materials accepted for distribution will be displayed for a reasonable period of time to be determined by DPL.
- DPL disposes of surplus and/or outdated materials or materials that do not comply with this policy.
- DPL assumes no responsibility for the preservation of posted materials.
- Display space may NOT be used by for-profit groups, companies, organizations or individuals.
- Commercial advertising, solicitations and business cards may not be posted.
- No organization or individual shall be permitted to place in DPL any receptacle which solicits monetary donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product, service or item sold by any commercial or charitable enterprise.
- No organization may solicit donations or contributions, charitable or otherwise, within the building or on DPL grounds. Exceptions may be granted for DPL fund raising or DPL-sponsored events.
- Indoor display of materials does not imply endorsement by DPL.

IV. OUTDOOR DISPLAY SPACE

DPL maintains signs outside the library building, including a magnetic sign by the main entrance, and a digital message center along route 102. These signs are intended for use by DPL to display library information, including but not limited to library hours of operation, important time-sensitive notices, and information pertaining to library programs, services, and events.

The magnetic sign by the main entrance is to be used exclusively for displaying DPL-specific information.

While the primary purpose of the digital message center is to display DPL-specific information, with prior notice to the Communications Coordinator, and prior approval of the Library Director, the digital message center may be used by other Town of Derry municipal departments to display important, time-sensitive information about municipal programs, services, meetings and events. Only DPL-specific information and other prior-approved notices from town departments may be posted on the digital message center.