



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Policy for Display Cases, Bulletin Board Materials, Distribution of Non-Library Materials, and Nonprofit Drives

Adopted April 1983
Updated July 2023

Scope

Community members connect to each other, learn new perspectives, and discover new ideas through our displays, bulletin board materials, our distribution of non-library materials, and hosting of collection bins for nonprofit drives. We invite individuals and non-profit entities to share materials of educational and cultural interest with us and each other on a space-available basis in line with the following guidelines with an eye toward appealing to the wide variety of interests in our community. We will not display: commercial or for-profit materials; materials in violation of copyright law; materials endorsing or promoting a specific political party, candidate, or position; or materials that proselytize. We welcome a wide range of views but do not tolerate discrimination. Any harassment based on gender, gender identity, nationality, religion, disability, sexual orientation, race, or age will not be tolerated. The library does not implicitly endorse items it displays or distributes, and the library does not collect funds for any organizations

Displays and Exhibits

We welcome the community to share the library's display cases to showcase special projects or collections that would be interesting and inspiring to other patrons. Display cases will be available first to the library for library-related displays and then to applicants as space and time allow.

Although the display case is kept locked at all times, the library cannot be responsible for any loss or damage. Patrons using the display case are required to sign a waiver releasing the library from any such claims.

Those who wish to use the display case should inquire at the library or by phone (585-359-7092) during open hours. They may also email us at hplinfo@libraryweb.org.

Bulletin Board Materials

We will post a limited number of items on our community bulletin board on a first-come, first-served space-available basis:



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- Posters must pertain to educational, cultural, or community-based events sponsored by non-profit and non-partisan organizations.
- Events must be on a specific day and time.
- We do not display open-ended advertisements.
- We may not be able to display large-format posters; an 8 ½ x 11" sized poster will be the most likely to fit on our board.
- We display posters for a maximum of two weeks; the time may be shorter, based on demand.

Community members may submit bulletin board items to any staff member during open hours, and we will display materials that fit our criteria as space and time allow. Any notice not posted by library staff will be removed and discarded. The library will not return used or unused materials.

Distribution of Non-Library Materials

We will distribute a limited number of pamphlets, fliers, and forms that benefit the community in keeping with the above-mentioned restrictions. The focus of these materials will be Henrietta-based non-profit organizations and endeavors as well as items of civic or educational value. We will keep items in the library for a limited amount of time as space allows. Community members may drop off pamphlets and fliers for potential distribution at the library during open hours. The library will not return used or unused materials.

Nonprofit Drives

We will allow limited nonprofit organizations to have collection bins on the library premises for drives for items such as coats, school supplies, hats, and similar items.

- Nonprofits may not collect money or financial donations at the library.
- We will only collect nonperishable items.
- We will provide the collection bin; organizations will provide signage including their contact information.
- Bins may remain in the library for no longer than one month.
- We can only have one nonprofit collection bin at a time; organizations will be granted space on a first-come, first-served basis.

Organizations may submit requests to have a collection bin in the library in writing to the library director at adrienne.pettinelli@libraryweb.org.

Nonprofit Informational Tables

- We do not allow organizations to set up informational tables in the library.

Appeals

The library director will make the final decision about which materials the library will and will not display. If a Henrietta resident believes the library director has not followed this policy, they may submit a written appeal to the library's Board of Trustees.



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Display Case Waiver and Release

In connection with the delivery by me to the Henrietta Public Library and/or the Town of Henrietta of certain items of personal property for display in the library or town display cases, I understand that neither the library nor the Town of Henrietta carries insurance to cover any loss of or damage to such items resulting from theft, fire, or any other cause. I, the undersigned, hereby waive any and all claims which I may now or hereafter have against the Henrietta Public Library or the Town of Henrietta or any of its officials or employees by reason of any loss of damage to such items of my personal property displayed in the display cases, and I hereby release the Henrietta Public Library and the Town of Henrietta and any of its officials or employees from any such claims.

Name: _____

Date: _____

Address: _____

Organization (if applicable): _____

Phone Number: _____

Email: _____