

# ROXBURY PUBLIC LIBRARY

## DISPLAY POLICY

It is the policy of the Minor Memorial Library to provide information through displays and exhibits from the library's own collection and from other agencies and individuals. Although the library may provide space for a display or exhibit, this does not indicate that the library endorses the position promoted by the exhibit or display.

Requests for display space in the Community Studio shall be made to the Art Curator who shall have sole authority to make selections. Exhibits shall be scheduled so that they there is minimal conflict with library programs. Requests for display space within the library and for the glass cabinet in the lobby shall be made to the Library Director.

The library maintains one bulletin board and a pamphlet rack in the lobby to publicize activities of a civic, cultural, educational or recreational nature. The intent of the library is to give access to as much community information as possible and therefore, bulletin board display is limited to one month. Posters & notices must be of standard size and no larger than 8 1/2" x 14". Literature to be displayed must be approved by the Library Director. Preference is given to Roxbury and non-profit organizations. The standing bulletin board is limited to library use.

The library does not permit petitioning, solicitation, distribution of leaflets, canvassing or similar types of appeal by members of the public. Rare exceptions are made after review by the Library Director and Board of Trustees.

Complaints regarding display materials must be made in writing either using the attached Statement of Concern about Library Resources or in such manner as to provide the information sought in the Statement. The Board of Trustees will review the request and the complainant will be notified in writing regarding the Board's decision.

Revised & Approved  
Board of Trustees, Roxbury Public Library

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Cynthia Newby, Chair

11/9/2015  
Dated

ROXBURY PUBLIC LIBRARY  
ROXBURY, CONNECTICUT

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Please express your concerns by answering the following questions addressed to the Library Director and the Board of Trustees of the Minor Memorial Library. Your responses will help us in better understanding your concerns. You may use this form as presented here or as the basis for a letter.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

1. Material on which you are commenting:

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

Publisher/Date \_\_\_\_\_

2. How was this material brought to your attention?

3. Did you read (listen to/view) the entire work? If not, what parts did you read (listen to/view)?

4. To what part of the work do you object? Please be specific; cite pages, scenes, etc.

5. What do you feel might be the results of reading/listening to/viewing this work?

6. Have you read reviews of this work?

7. What action do you suggest the Library take concerning this work?

8. Can you recommend any resources which provide additional information on this topic?

Signature \_\_\_\_\_ Date \_\_\_\_\_