

DISPLAY POLICY

Russell Library's display area provides a central location for patrons to access community information. Depending on available space, the Library may offer bulletin boards, tables and/or racks upon which materials may be affixed or disseminated.

The Display Policy is an extension of Russell Library's mission, vision, and strategic goals. We empower people to grow, connect, strive and thrive. Everyone feels welcomed and included. We strengthen community, create a safe and welcoming destination, foster a thriving economic ecosystem, and promote a lifelong love of learning.

Displays are intended for educational, cultural, or informational purposes. Display space is limited. In general, Russell Library intends to prioritize its use of available space as follows:

1. Materials concerning Russell Library
2. Materials concerning Library-affiliated organizations
3. Materials concerning the City of Middletown
4. Materials concerning other official government postings
5. Materials concerning not-for-profit organizations
6. Materials that originate from Middletown organizations
7. Materials that are timely and relevant
8. Materials that fit the available space.

All materials meant for display must be submitted to the Russell Library in advance for approval. The Library undertakes no duty to keep, protect, preserve, or return submitted materials, approved or unapproved. Placement (location) of approved materials within the display area will be at the Library's discretion. Placement of displays shall be at the discretion of the Library. Unsolicited items which do not meet the above criteria will be discarded. Materials posted without approval will be removed and discarded.

Removed materials will be discarded.

No materials will be accepted for permanent continuous display.

Display of submitted materials does not constitute the Library's endorsement of the materials, their content, or their submitters. The Library will post the following disclaimer for any display which includes externally submitted materials:

"The Russell Library makes this space available as a service for the public. Display of these materials does not constitute Russell Library's endorsement of the materials contained herein."

Because display space is limited, Russell Library will in its discretion limit the size and number of materials, the duration of their display, and the frequency with which a group or organization may display their materials. Materials will be displayed for a limited period of time and removed by Library staff in order to make room for newer materials.

Individuals with questions about the display policy or objections to materials on display should contact the Library Director.