Exhibits & Advertising Policy

The Geneva Public Library ("the Library") presents displays and advertisements to encourage the use of Library and community resources, and to promote a positive view of the Library in the community. This policy provides guidelines to ensure the appropriate use of display space.

All materials intended for exhibit or advertising must be submitted to the Executive Director or their designated staff member for review and approval. Approval of a display, advertisement, or distribution of handout materials by the Library does not indicate an endorsement of any cause or activity.

1. Displays and Exhibits

Requests for display space by the public may be made via email at genevalibrarydirector@owwl.org or by speaking with library staff.

Exhibits will not include price of objects; only the name, address, and telephone number of the display's sponsor (when appropriate) may be made available to the public.

The Library reserves the right to limit the size, the number of items, the schedule, and the length of any exhibit, and the frequency with which the artist or organization may have a display.

Artists, individuals, and organizations requesting to display objects, collections, or other materials are chosen on a first-come, first-booked basis. Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of a display area for exhibits if it is determined that the display space is needed for Library purposes.

The artist, individual, or organization is responsible for setting up their own artwork or objects, arranging, and taking down their exhibit. Library employees will not assist the artist with setting up or taking down their exhibit, but may supervise installation.

The Library cannot reimburse for the cost of materials and supplies needed to hang or display artwork or other objects.

The Library is not responsible for any artwork or objects that are lost, damaged, or stolen while on exhibit or display.

The Library will not charge individuals or organizations to display material.

The Library reserves the right to decline content that is deemed not appropriate for display.

2. Community-wide Advertisements, Handouts, and Flyers

The Library acts as a distribution point for advertisements and handout materials for public awareness. These items may represent diverse interests. The Library, at its discretion, will provide reasonable space for community announcements, notices of events, and public resource information.

The Library will refrain from posting advertisements of products or services offered by for-profit organizations or individuals, and retains the right to remove posted materials that violate this policy.

2.1 Community Bulletin Board

Due to limited space, priority for posting will be given in the following order:

1. Library-sponsored or co-sponsored events and services
2. Government and local public agency notices: Official announcements from federal, New York State, county, and local government entities.
3. Local non-profit, civic, cultural, and educational organizations

The Library will accept for posting only those materials that meet the following criteria:

- **Non-Commercial:** Materials promoting commercial products or services, solicitations for funds (except for library-approved fundraising), or personal services are not permitted. This includes, but is not limited to, items for sale, "help wanted" advertisements (unless from a non-profit organization for a community benefit), and business advertisements.
- **Non-Partisan/Non-Political:** Materials endorsing or opposing the election of any candidate for public office, or materials endorsing or opposing the adoption of

federal, state, or local legislation, are strictly prohibited. The Library will not serve as a forum for political campaigning or advocacy.

- **Non-Religious Proselytization:** While notices for events held by religious organizations are permitted if they are open to the public and of general community interest (e.g., a community fair), religious tracts or materials whose primary purpose is proselytization are not permitted.
- **Public Interest:** Content must be of broad interest to the community.
- **Clear and Concise:** Notices should be easy to read and understand.
- **No Personal Notices:** The bulletin board is not for personal messages (e.g., birthday greetings, personal advertisements).
- **Legal and Appropriate:** Materials must comply with all applicable federal, state, and local laws. Content that is obscene, libelous, hateful, or incites violence is prohibited.

Only authorized Library staff may post or remove notices.

Materials must be clearly dated and include the name and contact information (phone number or email address) of the sponsoring organization or individual.

The Library reserves the right to limit the size, number, and duration of postings due to space constraints. A typical size limit is 8.5 x 11 inches, and a maximum posting duration is up to four weeks.

The Library assumes no responsibility for the preservation or protection of any materials submitted for posting.

The Geneva Public Library does not endorse or vouch for the accuracy of the information contained in materials posted on its public bulletin boards. All postings are for informational purposes only.

Postings will be removed when they are no longer timely, when space is required for more current items, or if they violate this policy. The Library reserves the right to remove any posting at any time without notice and materials will not be returned.

Any individual or organization whose submission is denied for posting or whose material is removed may appeal the decision in writing to the Executive Director within five business days of the decision. The Executive Director will review the appeal and

provide a written response within 10 business days. Further appeals may be directed to the Library Board of Trustees.

3. Requests to Add Content to the Library Website or Social Media Accounts

The Library's website and social media accounts provide links to external websites and social media accounts to support the Library's mission. Visitors to these sites and accounts are advised to check the privacy statements and be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

Non-Library parties may suggest or request links, but inclusion and placement of all external links will be at the sole discretion of the Executive Director and/or their designee(s).

See Social Media Policy for more information.

Adopted by the Board of Trustees: September 25, 2013
Amended by the Board of Trustees: 8/31/2016, 9/26/2018, 8/29/2019, 10/25/2023, 10/30/2024, 10/29/25, 10/28/26
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