

Cheektowaga Public Library (CPL)

Anna M. Reinstein Memorial Branch

Julia Boyer Reinstein Branch

Cheektowaga Public Library (CPL) Display Policy

(Posting Areas, Exhibits, & Distributions)

I. Posting Areas

It is the policy of the CPL that posting areas within its buildings are available for flyers/notices related to library business, library sponsored or partnered activities, and items of educational, cultural or civic interest to the Cheektowaga community and visitors. Any postings of flyers/notices does not indicate CPL endorsement of the ideas, issues, or events promoted by said flyers/notices.

- a. CPL posting areas are intended for items such as announcements of educational, social, cultural, or entertainment activities, flyers, brochures, or schedules sponsored by nonprofit organizations or government agencies relating to services provided to citizens, etc. Posting areas are not intended to be used as a forum for the expression of the views or opinions of individuals/groups nor for advertising for profit based businesses/activities.
- b. Any notice to be considered for posting must be submitted to CPL management for approval. Only authorized CPL personnel may post or remove notices. Notices posted without authorization will be removed.
- c. In fairness to the numerous community groups, the CPL may limit the frequency and volume of posting notices from the same organization.
- d. All flyers/notices on CPL posting areas must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- e. Physical size of notice may inhibit posting due to available space.
- f. Notices will be removed when they are no longer timely or when space is required for more current items.

2580 Harlem Road, Cheektowaga, NY, 14225, 716.892.8089

1030 Losson Road, Cheektowaga, NY, 716.668.4991



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- g. The CPL assumes no responsibility for the preservation or protection of any materials delivered for posting.
- h. Materials will not be returned.
- i. The following will not be accepted for posting:
 - i. Materials endorsing or opposing the election of any candidate for public office;
 - ii. Materials endorsing or opposing the adoption of federal, state or local legislation;
 - iii. Materials promoting commercial products or services.
- j. Posting authorization is based on the provisions of this Policy and not on the content, viewpoints, beliefs, or affiliations of the organizations permitted to post.
- k. Failure to comply with this Policy may result in the denial of posting privileges.

II. Displays and Exhibits

This policy subset of the CPL is intended for exhibits or displays related to library business, library-sponsored activities, or public service items of educational, cultural, or civic interest to the community. Mounting of exhibits or displays does not indicate CPL endorsement of the ideas, issues, or events promoted by said exhibits or displays.

- a. Potential exhibitors must consult with CPL manager in advance for consideration. No installations are permitted without authorization.
- b. CPL reserves the right to review the content of any exhibit or display before it is shown to ensure compliance with this Policy and other applicable CPL policies that may apply to the content of any exhibit.
- c. The duration of any approved exhibit/display is subject to the discretion of CPL management. The needs of the library take precedence over those of exhibitors. Should the CPL require a display case or exhibit space for its own use, the CPL reserves the right to pre-empt such space use upon notice to the exhibitor.

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- d. In fairness to numerous community groups, the CPL may limit the frequency with which exhibits/displays may be mounted by the same organization.
- e. Exhibits/displays that are not removed on or prior to the date established by CPL management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.
- f. Exhibits/displays must be installation-ready. Installation and removal of the exhibit/display will be under the guidance of CPL personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the exhibitor.
- g. Exhibits/displays should be appropriate in scale, material, form and content for the library environment.
- h. Neither the CPL nor the CPL Board of Trustees accepts responsibility for loss or damage to any exhibit/display.
- i. Exhibit/display space may not be used for commercial purposes.
- j. Permission to mount an exhibit/display is based on the provisions of CPL policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with CPL policies may result in denial of exhibit/display privileges.

III. Distribution Policy

CPL recognizes their role as a source of community information. It is the policy of CPL to accept printed materials of educational, cultural, or civic interest to the community. Distribution of materials does not indicate CPL endorsement of the ideas, issues, or events promoted by those materials. CPL materials receive priority for distribution.

- a. Any materials to be considered for distribution must be submitted to CPL management for approval. Materials left without authorization will be discarded.
- b. Materials to be distributed must include contact information including a phone number or e-mail address.
- c. Materials must be separated and sent to each library they are intended to reach.

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- d. Display of materials depends on space available for such purposes. The CPL reserves the right to limit quantities. The volume and frequency with which materials may be distributed by the same organization may be limited.
- e. Materials will be removed when they are no longer timely or when space is required for more current items.
- f. CPL assumes no responsibility for the preservation or protection of any materials delivered for distribution.
- g. Materials will not be returned.
- h. The following will not be accepted for distribution:
 - i. Materials endorsing or opposing the election of any candidate for public office;
 - ii. Materials endorsing or opposing the adoption of federal, state or local legislation;
 - iii. Materials promoting commercial products or services.
- i. Distribution of community information is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations of the organizations that generate that information.
- j. Failure to comply with this Policy may result in denial of distribution privileges.

Adopted by the Cheektowaga Public Library Board of Trustees July XX, 2022.

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