



Pittsford Community Library Policies

Bulletin Board and Display Policy

Adopted by the Board of Trustees on June 8, 1995

Revised and approved by the Board of Trustees on March 10, 2021

To connect community members and share materials on community interests, the Library provides access to bulletin boards, display cases, and space to share community materials. The Library invites individuals and non-profit entities to share materials of educational and cultural interest. The Library will not display or post materials distributed for political, commercial, personal, or employment purposes. The Library assumes no responsibility for the preservation, protection, or possible theft of displayed or posted items. All items displayed or posted are done so at the owner's risk. Display of items or posting of notices does not constitute an endorsement by the Library, Board of Trustees, Library Director, or employees.

The use of Library displays and bulletin boards, as well as the determination of the appropriateness of materials for display or posting, is the sole decision of the Board of Trustees and Library Director or delegated representative. No materials should be posted without the consent of the Library Director or the delegated representative.

Bulletin Boards

Community bulletin board space is available for a limited number of items on a first-come, first-served basis as space allows. Notices must be for community events that take place in Pittsford. Large format posters are discouraged; priority will be given to notices measuring 8 ½ x 11". Notices will be posted for up to a maximum of 2 weeks; time may be shorter based on demand.

Community members may submit bulletin board items to any staff member during open hours. Any notice not posted by library staff will be removed and discarded. The Library will not return used or unused materials.

Display Cases

Community members are welcome to use the library's display cases to exhibit special projects or collections that might be of Pittsford community interest. Display cases are available first to the library and then to exhibitors on a first come, first served basis as space and time allow. Placement and removal of exhibits is the sole responsibility of the exhibitor. Exhibitors may provide personal identification on a 3x5 card placed within the display. Community inquiries will be directed to the exhibitors only.

Although the display case is kept locked at all times, the Library cannot be responsible for any loss or damage.

Community members interested in using a display case should inquire at the library or by phone (585) 248-6275 during open hours. They may also find the application on the library's website.

Pamphlet Racks

Pamphlet racks are available in the building vestibules for the community to make available fliers, brochures, and other materials that are of Pittsford community interest. The racks are available on a first come, first served basis as space and time allow. The Library will not return used or unused materials.