

EXHIBITS POLICY

Display space for community groups is available in the library for educational, artistic and cultural materials that promote interest in the use of books, library materials and information, or that share information about local art and cultural groups. Preference will be given to exhibits that are timely and of general interest. Displays that focus on a public issue (including elections and political issues) must include information about major aspects of differing points of view. Displays that are solely commercial or partisan in focus are not appropriate.

The Library Director may reject any exhibit or display that does not fit with the mission of the library or that is not neat and presented attractively. Labels for exhibit must be neat and legible. When a display is not created by library staff, the group or individual responsible shall be clearly indicated. Items may not be sold or removed from a display without the permission of the Library Director.

The library will take reasonable care to ensure the safety and security of items displayed, however the library has no insurance to cover exhibit items and assumes no responsibility in the event of loss, theft, or damage. Exhibitors are encouraged to insure items of value and will be required to sign a form that releases the library from responsibility for loss, damage or destruction. Items must be removed from display as scheduled, or they will be removed and stored for thirty days by library staff. After thirty days they will be disposed of in accordance with local law. Display of items in the library does not indicate endorsement of the issues, events or services promoted by those materials.

Display Case

Displays of collections or grouped items on a common theme may be housed in the library's display case. Displays will generally be changed monthly unless a shorter duration is approved by the library director. Groups or individuals desiring to use library display space must fill out an application and release form for the Library Director to approve before any display is set up.

Exhibit Space

The Craig Meeting Room is available for exhibiting art works that can be hung on the picture rail. Exhibitors must fill out an application and release form for the Library Director to approve before any exhibit is hung.

Bulletin Board

Library bulletin boards are available to inform the public of events of interest. They are not for the display of profit-making materials, personal messages, or endorsements of political candidates or issues. All materials must be submitted to the library staff for posting or display. No one other than library staff may add or remove any material from display. All materials to be posted are subject to final approval by the Library Director. Materials not approved, or material not placed on the bulletin board by a library staff member, will be discarded without notification.

Approved by Library Board of Trustees, December, 2000. Revised June, 2004.

Gift Policy

The North Hampton Public Library welcomes the interest and involvement shown by community members through contributions of gifts appropriate for its collections, for its physical environment, or bequests, trusts or other monetary donations to be used for Library purposes.

Library Materials

Gifts of new or used books, audio and video materials will be accepted with the understanding that the items will be added to the collection only if deemed appropriate and needed. All items must meet the same criteria used for purchased materials, found in the Library's **Selection Policy**. The library will not accept donations of textbooks or old magazines, or materials in poor condition.

Once donated, items become the property of the North Hampton Public Library, and may be given to other libraries and non-profit agencies, sold, traded or discarded if they are not added to the collection. Donated items will not be returned to the donor and the Library will not accept any item that is not an outright gift. The Library also reserves the right to decide when a gift added to the collection must be withdrawn. Any proceeds from the sale of donated items may be used at the discretion of the Library Director and Board of Trustees for the improvement of the Library.

Evaluation and Receipts

The Library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. (See **Receipt for Donated Materials** form.) It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or to obtain expert assistance in establishing any value.

Memorial Gifts

The Library welcomes gifts for purchase of Library materials given in memory or honor of individuals or organizations. Materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Other Monetary Gifts

The Library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor. Substantial cash offerings, securities or bequests will be accepted by the Director and Board of Trustees, in accordance with library policies, the donor's intent and applicable laws.

Real Estate and Other Personal Property

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the Library Board of Trustees based on their suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the gift, and the Library's ability to cover insurance and maintenance costs associated with the donation.

Approved by the Board of Trustees May, 2001, revised April, 2004