

RAY TOWNSHIP PUBLIC LIBRARY

PUBLIC POSTING POLICY

The Ray Township Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Bulletin board materials may be submitted for posting by library patrons or nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards.

Library staff will place and remove postings promptly. Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

PUBLIC LIBRARY DISPLAY AND EXHIBIT RELEASE

I, the undersigned, hereby lend the following works of art or other material to the Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library. Exhibition/Loan to be held in the Ray Township Public Library _____ from _____ to

description of materials

_____.

Signature _____ Date _____

Address _____ Telephone _____

Adopted on: June 18, 2008