

# **HUBBARDSTON PUBLIC LIBRARY**

## **Facility Use, Photography, and Exhibit Policy**

### **FACILITY ACCESS AND USE**

The Hubbardston Public Library Building is currently occupied by three separate communities of users with different access needs. In addition to the daily usage of the building by its primary tenants, small, local, non-profit, municipal, educational or cultural groups may be able to meet at the library at the Director's discretion. Alternative meeting space may be available at Hubbardston Center School, the Slade Building, the Hubbardston Senior Center or in the town offices.

### **Basement Level**

This floor currently houses the offices of the Town Clerk, Board of Health and the Building Department, as well as a room available for meetings of various Town and Community groups. Policies and reservations for this meeting room have been delegated to the Town Clerk.

Public Access to this part of the building is available during posted hours only. Unlimited access to these offices is restricted to the employees of these offices, the Town Administrator, and those with permission from the Town Clerk. The various utilities on this floor may also be accessed as necessary by authorized service providers only.

### **Main Floor/First Floor**

The Town's Public Library occupies this level, with public access via the front entry steps to the library and a staff entrance through an interior set of stairs connecting it to the basement level. The Public has access to this part of the building only during posted library hours of operation.

Hubbardston Library does not currently have a separate meeting room to make available to community groups. With prior approval of the Library Director, library facilities may be utilized for meetings or special events by library-related, educational, cultural, nonprofit or non-commercial groups for meetings of public interest. Due to space restriction the size of groups is limited at the library director's discretion. The Library building and property are subject to restrictions set forth by the State of Massachusetts on the use of public buildings for political use and the American Library Association's Bill of Rights.

Groups sponsoring events are responsible for the liability of the participants and audience in any program on Library property. All events, including cleanup, must conclude 15 minutes before the library's closing time or other prior approved ending time. Groups must prevent excessive noise distracting to other Library users, and ensure the space is cleaned after serving refreshments.

# Hubbardston Library Photography and Filming Policy

Photographing and/or filming and/or audio recording of members of the public, members of the Library staff on duty, and public programs are prohibited (unless permission has been granted in advance by the Library Director).

## **Second Floor**

This floor houses the Hubbardston Historical Society's Collection. There is currently no Public Access to this floor because access is not ADA compliant. Access is limited to Historical Society members only on an as needed basis. Library staff and the Town Clerk have the keys.

## **Building Grounds**

Any landscaping or beautification efforts on the Library Building grounds must be pre-approved by the Library Director and/or the Library Trustees.

## **BULLETIN BOARDS, DISPLAYS and EXHIBITS**

The Hubbardston Library has limited space for public handouts, notices, displays and exhibits. This policy also covers the library's digital bulletin board. Part of the physical bulletin board area is reserved for the Town Clerk and the rest of the display areas is primarily used to promote the library's collection and publicize library services and programs.

All display/exhibit spaces within the public library are open to adults and children of all ages. Therefore, displays should be appropriate for the library environment. In general, the library does not accept exhibits or displays of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. The exhibit areas are open to the public only during the regular open hours of the library unless by special

Bulletin board notices and handouts must be presented to Library staff for approval prior to posting. Current information and notices from local, regional and nonprofit organizations are given priority. Hubbardston Library reserves the right to determine at its sole discretion what materials will be displayed as well as duration. The library's decision on what will be displayed shall be final. Library staff shall remove notices as appropriate and discard notices unless otherwise notified.

All posted materials are displayed at the owner's risk. The Sponsoring Group, not Library staff, will be held responsible for the loss or damage to items on display. Precautions will be taken to safeguard exhibits. Any concerns over insurance, possible damage or theft should be discussed in advance by the exhibitor and the library staff.

Adopted by Library Trustees 11/3/22