



# Gallison Memorial Library

11 Center Street Harrington, ME 04643  
207.483.4547 [gallison.lib.me.us](http://gallison.lib.me.us)

## FACILITIES USE POLICY

### I. DISPLAYS

- The Gallison Memorial Library strives to represent all viewpoints in its collection and to serve as an information center providing needed and wanted information to the community. Thus, it is the goal of this display policy to provide materials of an informative nature rather than to further the causes of any individual or group. To this end the library welcomes outside groups and individuals to publicize through the posting of flyers, notices, posters, and pamphlets, meetings and other events.
- The Gallison Memorial Library does not promote particular beliefs or views, and display or distribution of materials by outside groups does not imply sanction or agreement by the Gallison Memorial Library.
- The main purpose of the public bulletin boards and brochure racks are to serve as a distribution facility for groups and organizations such as schools, governmental agencies, quasi-public and social agencies, service clubs, and publications written, published, sponsored, or co-sponsored by the Gallison Memorial Library.
- This policy excludes materials of a politically partisan nature or that promote a profit-making organization or individual.
- Nothing in this policy shall authorize the distribution of materials by hand to patrons using the library. It should be noted that library display space is limited and therefore display of these materials must be in accordance with that limitation. First preference is given to the promotion and display of Gallison Memorial Library events. Exceptions to this policy must be approved by the Director.
- Exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Set up and removal is the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit for public viewing in the library and will take no extraordinary measures to ensure its safety.

## II. USE OF SPACE:

\*Organizations and individuals may apply to use the library. Permission to use the library is revocable and does not constitute a lease, nor does it imply that the library endorses the aims, policies, views or activities of the group, organization or business using the library. Anyone using the library must abide by the terms of this policy. All juvenile groups must have adequate adult supervision.

\*The Library Director may restrict the use to a specified timeframe within a day, based on library needs.

\*The User shall be liable for any damage to the building or to any contents owned by the library during the period of use.

### Classification Definitions:

- Commercial (non-revenue): Defined as any type of commercial event where no admission is charged or donation accepted, nor any sales made, nor other income derived.
- Non-profit (revenue): Defined as any 501(c) organization or activities sponsored by such groups where admission is charged, donations accepted, sales made, or other income derived.
- Non-profit (non-revenue): Defined as any 501(c) organization or activities sponsored by such groups where no admission is charged or donation accepted, nor any sales made, nor other income derived.
- Exempt: Defined as any library sponsored event, Harrington Library Association event, Friends of the Library event, 501(c) organization located in or doing business in the Town of Harrington (and not classified as non-profit revenue), and the governments, departments, agencies, and committees of the Town of Harrington and State of Maine.

## III. SMOKE FREE

- Smoke-Free Policy: In accordance with Maine Public Health Law, the Gallison Memorial Library premises, including the parking lot, are to remain smoke-free within 20 feet of the property.
- The use of tobacco, tobacco products, or any other burnable substances is prohibited both inside the library and within a 20-foot boundary of library property. This includes cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, and other electronic nicotine/alternative substances delivery systems.
- The Gallison Memorial Library is committed to providing a healthy, comfortable, and productive environment for staff, visitors, and community members

## **IV. HOURS OF SERVICE**

### Hours of Operation:

The library is currently open to the public on the following schedule:

Tuesday - 12 pm - 4 pm

Wednesday - 12 pm - 5 pm

Thursday - 1 pm - 5 pm

Saturdays - 9 am - 1 pm

In the event of inclement weather, decisions to close the library will be made by the Director. Efforts to communicate a closure or opening delay will be made to post notices on social media.