

## Information Table Policy

In keeping with the mission of the Worcester Public Library, the Library serves as a hub of community information related to civic, cultural, and educational organizations, events, or services. An information table may be reserved by local community organizations, governmental departments, or other non-profit groups providing services and resources to the community to disseminate information. Tabling requests must provide a community service that aligns with the library's mission. Preference will be given to organizations serving the City of Worcester and its residents.

Information tables may be used for the following types of information:

- Information on forthcoming or continuing educational, social, civic, charitable, cultural or recreational events and activities.
- Flyers, brochures, or schedules of local nonprofit organizations, groups or agencies.
- Postings by any federal, state, or local government agency providing services to citizens.
- Announcements of community services and volunteer opportunities.

### Guidelines

1. The Worcester Public Library determines at its sole discretion what organizations will be permitted to table in the library, durations of tabling, the time, size of the table and assignment of location. The library's decision on tabling shall be final.
2. Each organization requesting use of the Information Table must request the table with at least one week's notice by contacting the Community Resources Manager at 508-799-1655 x35322. Requests will be considered on a first come, first served basis.
3. Displays, exhibits, and tables must not restrict traffic flow or normal library operations. Walkways should remain clear of obstacles and be responsive to ADA compliance and the fire code. No library materials or furniture may be moved to set up displays or tables without permission. Table staff should not physically obstruct people in order to speak with them. They may speak to people as they pass by.
4. Any equipment that is part of the display must not disrupt library business (e.g., excessive noise, distracting lights). The library is not responsible for damages to equipment. The library will not provide equipment.
5. Organizations exhibiting or tabling in the library must be non-commercial unless they are pursuant to a partnership with the library.
6. The imagery and content of tabling displays should be appropriate for public library use (i.e., one that is free and open to persons of all ages). Exhibits or displays that promote discrimination against persons or groups will be refused.
7. Promotional giveaways at tables are permitted as long as they do not interfere with the daily conduct of library business. Any food provided as a giveaway must be prepackaged.
8. No sales are permitted. The information must be provided at no cost to the public.

9. Exhibitors and table staff are responsible for their work and agree not to hold the library liable for any loss, theft or vandalism. The library will provide no special security or security personnel.
10. Materials provided for the public at the Information Table are different from the library's collection of print and non-print materials and are not selected by library staff. The library does not accept responsibility for the accuracy of statements made in these materials. The fact that a group is permitted to use an information table at the Worcester Public Library does not in any way constitute an endorsement of the group's policies and/or beliefs.
11. The use of the Worcester Public Library logo on exhibitors' materials and advertisements is prohibited.
12. Exhibitors will end their tabling 15 minutes prior to closing and are responsible for cleaning up their exhibits.
13. If an exhibit or table is canceled, the exhibitor may reschedule the exhibit or table at the earliest convenience of the library and the exhibitor.
14. Failure to comply with the Information Table Policy may result in the denial of future use.