

East Providence Public Library Tabling Policy

The East Providence Public Library (herein after “The Library”) may provide space for an information table to local and state government agencies, commissions, community-based, non-profit organizations or their contractors (hereinafter the “Agency”) at the Library or at library events.

The Library provides information table space to meet the community’s civic and educational needs.

Providing tabling space does not in any way constitute an endorsement of the agency’s services by the Library.

- The requirements of the Library take precedence over those of the outside organizations. Information tables are provided as space allows.
- Due to the numerous requests for information tables, the Library may limit the frequency with which an agency may use the space.
- All information table requests must be approved by the Library Director or designee.
- Commercial, political or fundraising activity is prohibited.
- The Library may provide a table and up to two chairs, and will determine the table location.
- Use of information tables is only available during the Library’s normal hours of operation.
- The name of the agency must be prominently displayed on the table.
- Tables shall not interfere with the normal operation of the Library and shall not block collections, displays, and entrances and exits.
- Information tables must be staffed by the agency at all times.
- Neither the Library nor the Library’s Board of Trustees accepts responsibility for loss or damage of materials or equipment brought in by the organization. The Library assumes no liability for agencies using the Library space, or for theft or damage to vehicles or personal property while on the premises. The Library is not responsible for equipment, clothing, or other items left on its premises.
- Tabling authorization is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to table. Failure to comply with this policy may result in denial of tabling privileges.
- Organizations that provide services to the East Providence community will have priority.

Approved by the Library Board of Trustees December 2024