



## **POLICY # 105 – Library Display Spaces** **Approved by the Board of Trustees 8/20/2018**

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### **Policy Statement:**

As an educational and cultural institution the Ruth Enlow Library welcomes displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Library Board reserves the right to reject any display or item, which in the judgment of the library administration is illegal, of inappropriate size or which violates the other rules set forth in this policy.

### **Regulations:**

1. The Ruth Enlow Library display spaces are available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use.
2. The utilization of a display space by any group or individual shall not imply the library's endorsement or approval. It is recommended that each display include information indicating who prepared it and who to contact for information.
3. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.
4. The following conditions will apply:
  - a. The Library may display materials from-educational, cultural, civic, and governmental groups. All groups must be non-profit.
  - b. Purely commercial use of the display space is prohibited. Materials endorsing political candidates or parties will not be considered.
  - c. Library property may not be used for display purposes except with permission of the Director or Branch Manager. The library staff will also make decisions regarding acceptability and appropriateness of exhibits when necessary.
  - d. The Library Board reserves the right to reject any or all display materials. Concerns or complaints regarding displayed materials will be referred to the Director for consideration. Appeals of decisions by the Director may be brought before the Board of Trustees, whose decision shall be considered final.
  - e. Each individual or group wishing to use the library's display areas will be required to sign a copy of this policy. Reservations for display spaces are booked for periods of no more than one month, may be made up to 12 months in advance, and are booked on a first-come, first served basis. No group may reserve exhibit space more than twice in

one calendar year without prior approval of the library administration. Cancellations must be received one week in advance of the previously scheduled booking.

- f. The library will not furnish construction paper, tape or other supplies. Adhesives may not be applied to the walls.
  - g. The library staff will not provide assistance in setting up or taking down displays. People and organizations using the facilities shall leave it neat, clean, and in orderly condition.
  - h. Groups will remove displays at the agreed upon time.
5. Any damage to display areas may be billed to the exhibitor.
6. Failure to comply by these regulations may result in the loss of future display privileges.

I certify that I have read this policy and will abide by these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date(s) of exhibit: \_\_\_\_\_

Signature of staff member: \_\_\_\_\_