

## **Gardiner Library Display Case & Bulletin Board Policy**

Purpose: It is the policy of the Library, as part of its mission to enrich the quality of life, to provide space for exhibits and displays from the Library's collection and through those of other local community agencies or individuals.

Displays of interest and timeliness to the Library and the local community are welcomed and will be accepted subject to the following considerations:

1. Library-sponsored Displays will have priority in use of the Display case.
2. Community use of the Display Case will be assigned on a first come-first served basis to groups primarily serving the needs of the Gardiner community such as; civic groups, cultural/arts organizations, service and social welfare organizations.
3. All Displays must be approved in advance of the date the Display will be presented.
4. Approval is given for Displays to non-profit groups and persons in the Gardiner Library's service area. Commercial advertising or "intent to sell" is prohibited. Displays will not be accepted that promote any one commercial, political or religious viewpoint or any viewpoint or event that serves to exclude anyone.
5. The Library Director, representing the Library Board, makes the decision on the appropriateness and/or scheduling of any/all Displays.
6. Materials and objects displayed are limited to the space available inside the locked Display Case. Tape, tacks, nails or any adhesives should not be used inside the Display Case.
7. The Display is to be arranged by the artist or organization with minimal assistance from the Library staff. The removal of the Display is the responsibility of the Displayer.
8. Displays are ideally to consist of original artwork, collections, crafts having a visual appeal, notices of importance to the Library community and items of local historical importance.
9. The Library reserves the right to reschedule, or cancel a Display. Preference may be given to exhibits of seasonal interest requiring certain months of the year for Display, or to craft groups or class displays in which the work of several artists may be exhibited in a single Display.
10. Set-up and removal times are scheduled so as not to conflict with Library events/programs taking place in the Community Room.
11. The Library reserves the right to add materials to enhance Displays, when deemed needed; books, pictures, works of art.
12. Organizations/persons will be limited to one Display per year.
13. The Library cannot accept responsibility or liability for the Displays. The attached form release the Library from any claims due to damage or loss, or any costs that might be involved or inferred.
14. Acceptance of an exhibit does not imply Library endorsement.

15. The Library Board encourages children to submit applications for displays.

Exclusions

16. The Display Case cannot be used for non-Library sponsored fundraising.

Safety:

17. The Library will take every precaution to safeguard the Display exhibited by keeping the Display Cases locked. However, the Library assumes no liability for the damage to Display items. The Display Case Agreement form must be signed before an exhibit is placed in the Display Case. A time for the Display to be removed will be established when the Agreement is signed.

Other factors:

18. The dimensions of the Display Case are; 14” h, 72” L & 36” W

Bulletin Boards:

20. In accordance with Library Policy, the Gardiner library will have at least one General Purpose Bulletin board, located adjacent to the main traffic area of the building.
21. The purpose of the Bulletin Board is to post information on Library-sponsored events and announcements placed by Gardiner residents or organizations that highlight events/information of general interest.
22. Persons placing information on the Bulletin Board should show courtesy towards other users of the Bulletin board by limiting amount of space used.
23. Printed materials placed on the Bulletin board will be removed by Library staff after the event promoted has taken place.
24. No announcements will be permitted that advertise sale events, for-profit businesses and/or partisan political material.
25. No announcements will be permitted that promote events that exclude any persons or are discriminatory in any way.
26. The Librarian, as representative of the Library Board, will make decisions of materials placed on the Bulletin Board.

## Display Case Use Agreement

I, the Undersigned, a representative of the following organization:

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Leave the following Display:

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in the Display Case of the Gardiner Library for the benefit of the Gardiner community. Although the Library Staff will provide supervision, I understand that the Library does not accept responsibility for loss, damage, or any other related costs. By signing this Agreement, I release the Gardiner Library from any and all liability.

Date that display will be removed:

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Signature:

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Name:

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Librarian Signature:

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Date:

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