

## **Exhibits and Displays Policy**

(Adopted May 2014; revised July 2017)

The Stickney-Forest View Public Library District functions as an intellectual and cultural resource for the community. Exhibits and displays are a means through which the public can share experiences, appreciate local talents, and exchange information.

The Library provides exhibit and display areas consistent with its mission, programs, and services. The Library develops exhibits and displays on a regular basis to promote the use of its collection and to highlight its diversity, to bring attention to special or under-used aspects of the collection, to make it easy to find information on topics of current issue, and to celebrate special occasions. Not-for-profit groups and individuals may use the Library's exhibit and display areas for educational, cultural, or civic materials in adherence to this statement of policy.

Exhibits and displays must be of an educational, cultural, or civic nature. Exhibit/display space will be granted to qualified individuals or groups, with preference given to Stickney, Forest View, and Central Stickney residents and organizations, regardless of their beliefs or affiliations, provided the content of the exhibit/display is deemed by the Director to be acceptable to normative community standards for all ages. The Library reserves the right to refuse, rescind, or remove any material that does not meet these criteria or any other regulation that may be stated in this policy.

Those interested in using exhibit or display space may submit a written request to the Library's Director. Requests may be submitted up to a year but not less than a month in advance of the desired display date.

Exhibits are accepted at the discretion of the Library Director. The Library has the right to review the materials before the exhibit is installed. The Library does not accept displays that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. A decision not to accept materials for an exhibit may be appealed to the Board of Trustees.

The fact that an organization or person is permitted the use of a Library display space does not in any way constitute an endorsement of their policies or beliefs.

The Library does not accept exhibits of a commercial or political nature unless they have special educational, informational, or cultural value to the community. The Library does not accept any material being offered for sale to the public unless the proceeds directly benefit the Library.

All exhibits and displays must adhere to the following guidelines:

1. Exhibit space must be reserved in advance.
2. Displays are generally placed for a period of up to four weeks. Additional time may be granted if the display space is not needed for other purposes.

3. Every effort is made to assure the safety of displayed materials, but the Library will assume no responsibility for the security of items on display.
4. Each exhibit/display must, if appropriate, contain an informative explanation to assist the general public in discerning the subject or purpose of the exhibit/display.
5. The exhibitor assumes the risk of loss or damage to materials exhibited, as no insurance is provided by the Library.
6. The exhibitor assumes responsibility for installing and labeling the exhibit on the agreed installation date.
7. The exhibitor will remove the exhibit promptly on the agreed dismantling date.
8. The Library reserves the right to remove the exhibit materials if they are not picked up by the agreed dismantling date.
9. Exhibit materials may be discarded if not claimed within 30 days.

Use of exhibit and display spaces for Library purposes takes precedence over other uses. On the rare occasion that the Library finds it must use its space unexpectedly for its own purposes, even though a non-Library exhibit/display has been previously scheduled, the Library will make every effort to schedule an alternate time for the exhibit/display. Potential exhibitors assume the risk that the Library may need to preempt an exhibit/display for its own purposes.

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