

## **Whipple Free Library Display/Exhibit Policy**

The library is a public forum for sharing ideas and information. The displays and bulletin boards in the Whipple Free Library are provided to further the mission and goals of the library.

### **Purpose**

This policy encompasses both displays that the library chooses to curate as well as outside groups utilizing the library's display spaces. These areas include bulletin boards, glass display cases, tops of bookshelves and other places around the library.

### **Policy**

All displays must comply with established policies and rules. The director or trustees have the right to deny a request for a display. The library will not incur any financial responsibility for materials on display nor will it carry insurance to cover the cost of theft or damage.

### **Bulletin Boards**

Bulletin boards are meant to disseminate information to the public. Certain space is restricted to library only postings and public notices required by the town and school. Other areas may display local business advertisements, events, and announcements. The library has the right to remove a posting after the date listed has gone by.

- Prior authorization is required for all materials. All fliers should be handed to staff at the front desk for posting
- Only fliers are allowed on the bulletin board, no business cards
- One flier per event/group
- No solicitations for donations unless approved by the Library Board of Trustees

### **Display Cases**

Display place themes should be educational, cultural and/or artistic in nature. The library director may give permission to a group or person to utilize a display case to showcase a collection of items, crafts or to promote an event. Please reach out to [adultserviceswfl@gmail.com](mailto:adultserviceswfl@gmail.com) to arrange a meeting to talk about displaying in these areas. The ultimate decision lies with the Director.

- Public displays are limited to the display cases and gallery wall
- A month long time frame is standard for a display, unless otherwise discussed

### **Gallery Wall**

The gallery wall is intended to showcase local artistic talents. All requests go through the adult programming librarian.

- An application and waiver (linked here) is required in order to utilize the gallery wall. The waiver form shall be kept on file in the library for one year following the exhibit
- The artist will assume responsibility for the mounting of the exhibit and must conform to any constraints placed upon the exhibit space by the library

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- The artist will assume full responsibility for the works exhibited. The Library is not responsible or liable for reimbursement or replacement of lost, stolen, or damaged items
- Each artist must sign a statement releasing the Library from all liability prior to display
- No prices may be posted, or admission charged. A price list can be available for viewers of the exhibit at the front desk