



**AURORA**  
Public Library District

# Exhibit and Display Policy

The Aurora Public Library District makes public exhibit and display space available with the goal of supporting and inspiring our diverse community through access to fun and informative resources and experiences.

The library accepts and considers proposals for temporary exhibits and displays on an ongoing basis. Space may be available when not in use for library programs, meetings, events, exhibits, and displays, at no charge. Spaces may include but are not limited to open floor space, glass display cases, and wall mounted displays.

The library posts leaflets, flyers, and other notices of non-profit groups as designated space allows with formal library approval. For additional information, please refer to our Solicitation Policy [here](#).

## **Selection Criteria**

The library works cooperatively with local individuals and organizations to provide community-focused exhibits and displays. Individuals and organizations in the Aurora community may submit exhibit and display proposals and suggestions. The library will develop and/or host exhibits and displays at its sole discretion, in which all parties work cooperatively to achieve explicitly agreed upon common outcomes. Exhibit and display formats may include, but are not limited to banners, posters, 2D and 3D artifacts, and collections of objects or other material. Ultimate responsibility for the library's exhibit and display selection rests with the Executive Director, operating within the framework of policies determined by the Board of Library Trustees.

The library considers the following guidelines when selecting exhibits and displays to offer the community:

- Support of the library's vision, mission and strategic plan goals
- Available resources, including space availability, staffing and budgetary considerations
- Resonance with local initiatives with preference given to local and nonprofit organizations
- Variety of content and representation of diverse cultural and social backgrounds, opinions and viewpoints

- Exhibitor experience and industry recommendations, if applicable
- Civic, cultural, educational, and recreational information of likely interest to the local community.
- Promotion of interest in the use of books and other library resources, community affairs, organizations, activities
- Interactive exhibits and displays are subject to space constraints and the library's discretion

The library does not offer space for the following types of exhibits and displays:

- Materials promoting or advertising a commercial product or service
- Materials promoting or opposing candidates for office or other ballot-related issues
- Materials that threaten violence or intimidation of an individual or group

### **Exhibit and Display Submission & Selection Process**

Interested individuals and groups should submit an [Exhibit Interest form](#) through the library's website or fill out a paper form at any library location.

Exhibits and displays are accepted at the library's discretion only. The library reserves the right to refuse a request from an organization or individual desiring to exhibit or display work at the library. The library reserves the right to refuse to allow materials that it deems to be awkward or physically dangerous to display, to take up disproportionate space, be otherwise unsuited to the space, or potentially require the library to incur expense. The library also reserves the right to reschedule, postpone, or remove an exhibit or display when such is deemed to interfere with library service.

### **Setup/Take Down**

The exhibitor will coordinate the setup and take down of their exhibit or display with library staff. Items submitted for exhibit or display must remain on premises for the duration of the presentation. The library will make every effort to contact the owner within 10 calendar days of the exhibit or display close. If the owner does not respond after 10 calendar days, the items will become property of the library to dispose of as it sees fit. In doing so, the library will follow its established practices for disposal of surplus property and may assess a fee to an exhibitor who neglects to retrieve all materials.

### **Exhibit and Display Sales Onsite**

The library does not handle any exhibitor sales transactions; oversee or secure exhibitor's cashbox; or keep exhibitor's cash overnight. All transactions of this nature are to be handled directly by the artist or designee and the artist's client. The library will neither handle nor arbitrate any disputes relative to these transactions.

**Disclaimers**

The library assumes no responsibility for materials during the duration of the exhibit or display. The library will not be liable for loss, theft, or damage. Exhibitors using library exhibit cases or exhibit and display space assume responsibility for any damage they incur to library property.

The library does not necessarily endorse views expressed by the exhibitors.

Approved by the Aurora Public Library Board of Library Trustees January 22, 2025