



## **Exhibits Policy**

Exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service.

Exhibit spaces or any area in the libraries may not be used for entrepreneurial or commercial purposes, for the solicitation of business or for fundraising. Religious proselytizing or partisan political recruitment are prohibited although educational exhibits on these subjects are allowed.

The library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit for violation of this policy. Acceptability of an exhibit is at the discretion of the Library Director or Assistant Director.

Exhibit reservations are on first come, first served basis. Exhibitors may sign up for future months and will be notified by the library. It should be noted that use of any exhibit space for Library purposes takes precedence over other uses.

Most exhibits are set up for one calendar month (1<sup>st</sup> to last day of a month). Failure to install the exhibit within 7 days of the start of the month will be cause for forfeiture of the exhibit space.

Exhibitors must install their own exhibit and provide any signage or display aids. The library district does not provide insurance for exhibits. Exhibitor assumes full responsibility for loss or damage to materials on display. The exhibitor may have a sign in the exhibit giving name, address and/or phone number should a viewer wish to inquire about purchase or further information.

### **COMMUNITY BULLETIN BOARD:**

This area is available for community announcements or personal or business information. Any notices are subject to removal by the library staff after two weeks. No notices may be put on the doors or other entrance area. Notices must be stamped by library staff prior to being displayed or they are subject to removal. Library staff is not responsible for items displayed and are not available to answer questions about any notices displayed that are not directly related to library services or materials.

Approved 01/01/00

Reviewed 01/13/10, 01/13/16, 08/14/19, 07/14/21, 08/09/23