



Exhibits & Displays

Exhibit and display spaces are used primarily for the promotion of library materials, programs, and services, and preference shall always be given to library needs. When these spaces are not otherwise in use, the library may provide, at its discretion and subject to the stipulations below, space for the display or exhibit of collections or materials which are of general interest to the public.

Displays or exhibits promoting local educational, cultural, or recreational opportunities are encouraged. A personal or private collection must be of interest and acceptable to the general public. The following categories of exhibit materials are specifically excluded: displays which only serve to advertise active business or commercial ventures; and *partisan* materials which promote current political candidates, campaigns, parties, or issues. The library reserves the right to approve the content and arrangement of all exhibits, and the director shall make the final determination as to whether the materials comply with these guidelines.

Requests for display space will be made and approved by the applicable Department Head, Supervisor or the Director. Groups of individuals may reserve display spaces/cases up to one year in advance but may not reserve the display area for more than one period at a time; requests for space are filled on a first-come, first served basis. Displays will stay up at least one week and generally no more than 4 weeks.

The presence of a particular display in the library does not necessarily indicate that the library either advocates or endorses the viewpoints or the exhibitors.

The library assumes no responsibility for the preservation, protection, or possible damage or theft, of any item exhibited or displayed. Items are placed on display at the owner's risk. All exhibitors will sign a form that releases the library from any responsibility for exhibited items.

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