

## **Display/Exhibits**

The following policy has been developed to promote equitable access to the Display/Exhibit spaces in the Library.

1. Potential exhibitors are required to contact the Head of Adult Services to reserve a display case.
2. Reservation cancellations must be submitted to the coordinating librarian at least two weeks prior to the scheduled installation date.
3. Individuals or organizations using the Display/Exhibit spaces are responsible for the set-up and removal of their exhibit(s) and agree to do so in a timely manner. If a Display/Exhibit is not taken down by the agreed upon date, the Library staff will contact the exhibitor(s).
4. The Library retains the right to remove any Display/Exhibit if it has exceeded the approved dates of exhibition. Unless prior arrangements have been made with the Head of Adult Services or the Library Director, any property left for 30 days will be subject to possible utilization or disposal as the Library Director deems appropriate.
5. The Library reserves the right to decline any Display/Exhibit. The Library Director has final approval over any proposed Display/Exhibit as well as the right to request the exhibitor to make appropriate changes to the Display/Exhibit.
6. The Display/Exhibit spaces may not be used for overtly political purposes, advertising, or for commercial enterprises.
7. Display/Exhibit spaces are open to the public; however the Library reserves the right to use any and all Display/Exhibit spaces, at any time, for library-related displays.
8. The Library is not responsible for any damage caused to exhibitors' property, including, but not limited to: fire, theft, or vandalism.

Exhibitors will receive a copy of this policy and must agree to its terms and conditions.