

## **Monroe Free Library**

### **Display Case Policy**

#### Philosophy

It is the policy of the library, as part of its mission to enrich the quality of life, to provide space for exhibits and displays from the library's own collection and through those of other community agencies or individuals.

#### Rules for Use

The library display case is available for the use of beneficial or nonprofit associations or organizations, community, civic, or educational groups and/or individual artists for display of their collections or work.

Displays may not be used for advertising or for commercial purposes. Displays will not include prices of objects.

Displays may include but do not need to include names, addresses, telephone numbers or collection information.

Requests shall be considered by the Library Director in the order in which they are received. The library reserves the right to pre-empt such space for its own use upon three day's written notice to the exhibitor.

The library reserves the right to limit the size, number of items, schedule of any display, and the frequency with which an artist or organization may have a display.

The duration of any display or exhibit is one month, to begin on or about the first day of said month and to be removed on or about the last day of said month.

Installation and subsequent removal of displays are the responsibilities of the applicant. Displays which are not removed on or prior to the date established by library management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.

Neither the library nor the library board accepts responsibility for loss or damage to any display.

The library does not necessarily advocate or endorse the viewpoints of parties permitted to utilize the display case.

A request for a display focusing on a public issue must indicate that all aspects of the issue will be presented in an equal manner. The Library Director will determine whether or not the proposed display is balanced.

Failure to comply with these rules may result in a denial of future exhibit/display privileges.

