

Display Cases and Exhibit Space

1. Library display facilities are intended for exhibits/displays related to:
 - o library business or activities or
 - o public service items of educational, cultural or civic interest to the community.
2. Displays may not be used for advertising or for commercial purposes.
3. Identification of the sponsor/exhibitor must be included in the display on a card or plaque no larger than 3" x 5". Such identification must contain the following:
 - o name of sponsoring agency, and
 - o address and telephone number of sponsoring agency or authorized representative.
4. The duration of any display or exhibit is established at the discretion of Library management. The requirements of the Library take precedence over those of exhibitors. Should the Library require display/exhibit facilities for its own use, the Library reserves the right to pre-empt space upon three-day's written notice to the exhibitor.
5. Installation and subsequent removal of displays/exhibits are the responsibilities of the applicant.

Displays/exhibits 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.

6. Neither the Library nor the Library Board accepts responsibility for loss or damage to any exhibit/display.
7. The Library does not necessarily advocate or endorse the viewpoints of parties permitted to utilize display cases or exhibit space.
8. Potential exhibitors must complete:
 - o an application and
 - o a release form

before Library management will consider any exhibit or display. No installations are permitted without authorization of Library management.

Failure to comply with these rules may result in denial of future exhibit/display privileges. This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Approved by the Board of Trustees, April 10, 2002