

# Exhibits and Display Policy

---

## **Purpose**

The library welcomes the opportunity to invite outside groups and individuals to use library space for exhibits. The library utilizes material displays to further its goals of meeting the evolving information needs of our community through opportunities to learn and explore. This policy provides rules about displays for library and public use.

## **Artistic and/or Educational Displays by the Public**

The library maintains dedicated areas for individuals or organizations to display artistic, civic, cultural, educational, or recreational exhibits. Those interested in setting up a display should contact the library to speak with the staff member responsible for managing the exhibit calendar. The following guidelines govern the use of the display spaces:

- Regular display areas include a wall space for art exhibits.
- The library reserves the right to set procedures regarding the frequency, length, and scheduling of displays and exhibits.
- The library is not responsible for the arrangement, care, supervision, or dismantling of displays.
- All displays are exhibited at the risk of the sponsoring individual or organization.
- The library does not provide storage for display items not currently on exhibit.
- Permission to set up a display or exhibit does not constitute an endorsement from the library, its staff, or board of trustees of the content of the display or exhibit; beliefs, positions, or actions of those creating the display; or of the views expressed in materials on display.
- The library has, in the past, had educational displays elsewhere in the library for longer periods of time than usually allowed; any group wishing to have such an exhibit may contact the library about special arrangements.

## **Material Displays by the Library**

The library displays materials to showcase the library's collection on a given topic. The library's goal in preparing these displays is to encourage patrons to check items out. The library will:

- Maintain an ongoing calendar on our website of all planned displays; all displays must be approved by the Library Director or designee.

- Exhibit material lists for easy, juvenile, and teen materials on various themes and topics.
  - These lists will be updated regularly and available in print or online.
- Material displays will have specific locations:
  - Adult area: Themed displays will be in one designated area only.
  - Teen area: Themed displays will be in one designated area only; thematic material lists will be displayed in a rack.
  - Children’s Library (Mini kids (Board books) and Easy (Picture books) sections): There will be no themed displays.
  - Easy Readers, Juvenile, Parent/Teacher, Juvenile Graphic Novel sections: Themed displays in a designated area only; thematic material lists for all of the above sections displayed in a rack in the Parent/Teacher area.
- Receive display suggestions from the public for our adult display space.

The library retains the right to adjust its display schedule and may occasionally add a display for major events. These added displays would be up for at least one week but not more than one month and would be limited to major events that could not be planned in advance. Display and material list locations may be moved in the event that the library moves its furniture or alters the collection location(s). Public display suggestions must include a topic or theme, a reason for why the display should be placed in the library, an explanation on how the display would create more foot traffic and increase the circulation of library materials, and how the individual or group would like to be credited for suggesting the display.

*Adopted August 2000*  
*Reviewed February 2023*