

Policy on Exhibits/Displays

Scenic Regional Library recognizes that exhibits/displays are extensions of the library's cultural and educational services to its community. Exhibits/displays including works by local artists, collections belonging to local collectors, as well as informational exhibits/displays shall be permitted in the library's facilities. All exhibits/displays shall be in accordance with policies approved by the Scenic Regional Library Board of Trustees.

The library does not evaluate the belief or purposes of sponsoring organizations and providing space for exhibits/displays does not imply endorsement by the library of any group, their ideas, or programs.

I. Available Space

- a. Since most of Scenic Regional Library's facilities consist of one large public room, space available for exhibits/displays is limited at all library locations.
- b. Exhibits/displays must not interfere with normal library use of the exhibit/display areas.
- c. Library programs and exhibits/displays will have priority over other exhibit/displays.

II. Basic Policies

- a. All exhibits/displays must be appropriate for the area in which they will be displayed. Because exhibit/display spaces are generally located in areas around the circulation desks, in the entryways or in the children's areas, items being displayed must be appropriate for all age levels. Time, manner and placement of exhibits/displays will be considered by the library administration when determining appropriateness.
- b. Library staff is not responsible for the arrangement, care, supervision, or dismantling of exhibit, but reserves the right to approve or disapprove of the handling of any exhibit.
- c. Exhibitors must complete an insurance form provided by the library stating the value of the items on exhibit and what coverage the exhibitor carries on the items. The insurance form shall be given to the local library supervisor at the time the exhibit is brought to the library. Scenic Regional Library reserves the right to place a limit on the total value of items to be exhibited.
- d. Scenic Regional Library is not responsible for any damages, theft or loss of items being displayed.***

Exhibitors must sign the attached form agreeing to this policy.

Policy on Exhibits/Displays (continued)

- e. No permanent exhibits or gifts or museum materials will normally be accepted. Any offers of such exhibits or gifts shall be made to the Library Director, who shall present the offer to the Scenic Regional Library Board of Trustees for their consideration.

- f. Hours of exhibits shall coincide with library hours unless special permission is granted by the Library Director or the Scenic Regional Library Board of Trustees.

III. Rules

- a. Exhibits/displays must be scheduled in advance with the local library branch supervisor.

- b. A copy of Scenic Regional Library's "*Exhibits/Display Policy*" shall be given to individuals prior to an exhibit being scheduled.

- c. *Scenic Regional Library shall determine the duration of exhibits/displays.***

- d. Exhibitors may provide business cards or a sign with their name, address and telephone number. The sign shall not exceed 12 inches by 12 inches. Prices may not be attached to items.

Adopted September 19, 1995

Amended/Adopted February 20, 2007