

## **DISPLAY & EXHIBIT POLICY**

It is the policy of the Presque Isle District Library to promote its collection through displays of materials throughout the libraries.

The Presque Isle District Library uses its standing announcement kiosks, display boards, and pamphlet racks to promote the Library and community events and services. In addition, each library location may have a space to display or exhibit artwork or collections.

Library and Friends of the Library programs, events, and services take priority over all other items. Display/Exhibit/Posting information is open to all groups, regardless of religious or social ideology. However, if space is limited, priority will be given to not-for-profits or civic groups located within the district library's legal service area. The library reserves the right to reschedule, move, or remove items to better fit their program needs. The library does not endorse any materials distributed or posted and displayed or exhibited by other organizations.

No postings or displays of a partisan political nature will be placed inside the library. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited.

The District Library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals inside the district branch libraries or on library grounds. Petitions and solicitations are permitted for the following:

- Fundraising projects conducted by the library Friends' groups, or other civic organizations with approval from the Director.

### Bulletin Boards/Notices/Postings

The tackable surface areas are available at each of the district branch libraries for community information. Any person or organization wishing to display information must give the exact item to Reference Librarian or Branch Manager for review and approval beforehand. The Library accepts no responsibility for loss or damage to any item accepted for postings.

All notices intended for posting on the Library bulletin board must contain the following:

- Name of organization or person requesting the posting.
- Address and telephone number of organization or authorized representative.

Notices/Postings will be removed when no longer timely or when space is required for Library postings.

## Pamphlets

The Presque Isle District Library has limited space to provide groups an area to leave pamphlets and brochures. The district branch libraries reserve the right to determine appropriate placement for such pamphlets and brochures.

## Exhibit Display

The Presque Isle District Library may display art work and collections of local artists and/or exhibitors within the library, at the discretion of the Library Director.

- Artist/Exhibitor will submit application. If the ‘work’ has not been previously reviewed, ‘work’ may need further approval with samples from photos/slides/works or link to electronic photo file.
- Artist/Exhibitor agrees to transport, set up, take down and insure display. Artist agrees to use the library display/exhibit panels.
- Preference will be given to displays sponsored by the library or placed in conjunction with programming and scheduled to best meet the needs of the library.
- Artist/Exhibitor may make art available for sale to the public. Prices and contact information will be provided in the display. The library will not be held responsible for any sales transactions. Artist/Exhibitor handles all monetary transactions.
- Artist/Exhibitor is welcome to host an exhibit reception at the artists’ expense.
- The library assumes no responsibility for the preservation, protection, damage, or theft of any item exhibited. All items placed in the library are done at the owner’s risk. All exhibitors are required to sign a form which releases the library from any responsibility.
- The library shall have the final decision on the number, content, arrangement, and duration of the exhibit.

All above mentioned materials may be removed or denied by the Library Director based on the above criteria. Removals may be appealed to the Library Board within three days of the removal or denial. The Library Board will hear the matter and make a decision at the next regularly scheduled meeting.

**Adopted: September 4, 2019**

## Waiver of Liability Form

I, the undersigned, hereby lend the following works of art/collections to the Presque Isle District Library for exhibit purposes only. I acknowledge and agree that the Presque Isle District Library and its display spaces are open to the public. Thus, exhibiting artwork/collections therein may involve the risk of property damage and/or property loss. In consideration of exhibiting the art work in the library, I release the library from responsibility for loss, damage, or destruction while the artwork/collections is in the possession of the library. I hereby agree to hold harmless the Presque Isle District Library and all affiliated entities, their directors, officers, trustees, agents, and employees.

Description of materials loaned:-

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

The above named individual is authorized to exhibit his/her artwork/collections at the Presque Isle District Library on the following dates:

\_\_\_\_\_

Library Manager

\_\_\_\_\_

Date