

Morrison-Talbott Library

Library Display and Exhibit Policy

Purpose:

Morrison-Talbott Library provides quality displays and exhibits for all ages in keeping with the Library's mission, vision and goals. A policy is needed to set guidelines for the types of displays and exhibits that are presented at the Library and at community events.

Statement of Policy:

Morrison-Talbott Library displays and digital sign increase awareness of Library programs, resources and services. Displays are designed for the interest and enlightenment of the citizens of our community.

The Library's Gallery Hall offers an opportunity for larger displays of works of art, travelling poster exhibitions or other culturally-relevant community exhibits.

The Library's philosophy of free and open access to information extends to Library displays. The Library strives to offer a variety of displays that reflect and strengthen the interests of our growing and diverse population. The Library does not discriminate on the basis of race, color, religion, sex, national origin, age, or any other characteristics protected by local, state, and federal law. The Library adheres to the principles endorsed in the Library Bill of Rights; therefore, topics and resources are not excluded from displays because of possible controversy.

Library displays or exhibits are those that have been initiated, designed and executed by Library staff taking place in the Library or off-site.

In designing Library displays or exhibits, the Library relies upon and utilizes staff expertise and Library collections, equipment and facilities. The following criteria are used in making decisions about display topics:

- Relevance and appropriateness of display to library's mission and goals
- Expressed community needs and interests
- Budget and overall cost of display
- Equitable access to display
- Staff availability and expertise of Library staff
- Does not cause disruption to Library work and service flow.
- Space required for the display
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Public performance licenses and copyright issues

Display or exhibit design and development may be influenced by a wide range of sources including but not limited to professional journals, conference materials, or colleague suggestions.

Library displays and exhibits must be non-commercial in nature and are not to be used for commercial, religious or partisan purposes, or for the solicitation of business.

The Library may choose to co-sponsor a Library display or exhibit with other community agencies, organizations, education and cultural institutions. Library co-sponsorship of a display or exhibit does not constitute an endorsement of the content of the program or the views expressed by participants. The Library and its employees will not be liable for the content of any display or exhibit presented by a third party.

The Library does not actively solicit displays or exhibits from sources within the community. Any third-party display will be evaluated by the same standards used by Library staff when designing Library displays (see criteria above). A written Display Proposal form must be submitted at least one (1) month in advance of the requested display date. The Library does not guarantee a display proposal will be accepted.

Timely and adequate public announcement shall be made of Library-initiated displays and exhibits. Organizations or individuals partnering with the Library must coordinate marketing efforts with the Library. Press releases, public notifications, and marketing must be approved by the Library Director.

Approved third-party displays or exhibits will remain in place for a predetermined timeframe. Set up and removal is the responsibility of the exhibitor or displayer. The Library assumes no liability for damage or loss relating to any exhibit or display set up for public viewing in the Library and will take no extraordinary measure to ensure the safety for the exhibit or display.

Ultimate responsibility for displays and exhibits at the Library rests with the Library Director, under the authority of the Board of Trustees. The Library Director shall have the final decision on the arrangement of all displays and exhibits, and the Library reserves the right to reject any part of a display or exhibit, or to change the manner of the display or exhibit.

If a third-party display or exhibit is approved, the display or exhibit must be installed as outlined in the display/exhibit proposal. Any alteration to the display or exhibit must be pre-approved by the Library Director. Failure to do so will result in limitation and/or prohibition of future display opportunities.

The Library welcomes expressions of opinion from any library customer concerning Library displays or exhibits. If a customer has questions regarding a library display, they should first address the concern with a Library staff member. Customers who wish to continue their request for review of a Library display must submit a written Request for Reconsideration form. Requests for review of Library displays will be considered in the same manner as requests for

reconsideration of library materials as outlined in the Library's Collection Development Policy.