

## **PALOS PARK PUBLIC LIBRARY**

### **EXHIBIT POLICY PUBLIC DISPLAYS**

The Palos Park Public Library provides limited display space for materials of civic, cultural, educational or recreational nature that complements Library programs or promotes Library services. Public use of the display space is limited to not-for-profit, non-partisan, non-commercial, or civic groups and to individuals with materials deemed to be connected to the Library's mission to provide a wide range of materials for a lifetime of learning and enjoyment. Approval of a display does not constitute Library sponsorship of that organization or individual point of view or the activities promoted.

#### *PERMITTED USES:*

To promote a theme related to library services, collections, or programs. To bring together library materials from several subject areas that relate to a theme of current interest. To display art works, handicrafts or collections which enhance the Library's mission to provide an attractive and welcoming space.

#### *APPLICATION (DISPLAY APPLICATION AND RELEASE FORM):*

An application must be completed and submitted to the Public Services Librarian. Applications will be accepted up to 12 months in advance on a first-come first-served basis. The Library reserves the right to postpone displays and to allow a display without advance registration.

#### *APPROVAL:*

Requests will be considered and approved as space becomes available providing content and design of the display is consistent with the permitted uses. The Administrative Librarian or another designated staff member must give formal approval to any display application and final appearance.

#### *DURATION OF DISPLAY:*

Displays are shown for one calendar month and the display must be removed from the Library in a timely manner. The Library reserves the right to dispose of any materials left beyond the termination date of the display. Displays must be set up and taken down during regular library hours.

*INFORMATION:*

The name of the organization or individual providing the display must appear clearly and prominently. A description of materials displayed must be included on the DISPLAY APPLICATION AND RELEASE FORM before the display is placed. Prices may not be affixed to any material on display.

*RESPONSIBILITY FOR MATERIALS:*

All materials will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damages or loss suffered on its premises. The Library does not carry insurance on any items owned by an exhibitor. All exhibitors are required to sign the DISPLAY APPLICATION AND RELEASE FORM which releases the Library from any responsibility for displayed items.

*FOCUS AND APPEARANCE:*

Display areas are available to organizations and individuals to provide opportunities to inform the community of purposes, goals, services, activities or events they sponsor. Such information should be the focus of the display. Each display must be carefully planned and mounted in an informative, interesting manner with an eye toward attracting Library patrons to read or examine the presented material. An organization or individual will be asked to redo or remove a poorly executed display.

Approved: 3/21/2012