

Marcellus Free Library

Policy Name:	Exhibit Spaces and Bulletin Boards		
Section #:		Section Title:	Circulation
Adopted:	6/6/2019	Reviewed:	

1. **Policy Statement:**

The Marcellus Free Library offers exhibit, display, and bulletin board space as part of its outreach to the community to serve and to promote education, recreation, cultural enrichment, and lifelong learning, as well as to publicize library resources.

2. **The Policy:**

General:

Exhibits, displays, and postings must be of an educational, cultural or civic nature, with preference given to those by area residents and organizations, regardless of their beliefs or affiliation. The content, however, must be within the broad standards of community acceptability and be appropriate for viewing by all age groups, including children. Permission to mount exhibits, display, or postings is based on the provisions of this policy and not on the content, viewpoint, beliefs, or affiliations of the person or organization responsible. Failure to comply with this policy may result in the denial of exhibit or posting privileges.

Bulletin Boards

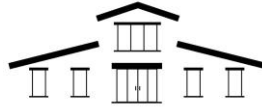
Bulletin board space not in use by the library may be used by organizations engaged in cultural, education, intellectual, or charitable activities.

Posting of all material is by permission of the Library Director or his designee, and items will be stamped to indicate this permission. The need of the Library for use of the space will take precedence over those of posters. Posting does not constitute endorsement of the ideas, issues or events by the Library, staff, or Board of Trustees.

Postings are permitted on a temporary basis. The duration of any posting is subject to the discretion of Library management. Postings that are not removed on or prior to the date established by the Library management will be removed by the Library.

Exhibits

All Exhibits and displays are chosen at the discretion of the Library director or his designee and must be in keeping with the mission of the Library.



Potential exhibitors must complete an application and sign a release form before the Library management will consider any exhibit or display. No installations are permitted without authorization of Library management.

The director has the final decision on the arrangement of all exhibits and displays. The library reserves the right to reject any part of an exhibit or to change the manner in which it is displayed or identified.

Identification of the exhibitor and contact information must be included in the display on a card or plaque.

The duration of the exhibit or display is subject to the discretion of the Library management. The requirements of the Library take precedence of those of the exhibitors. Installation and subsequent removal of the exhibits or displays are the responsibility of the exhibitor. Displays or exhibits that are not removed on or prior to the date established by Library management will removed by the Library. Any expense for this removal becomes the responsibility of the exhibitor.

The Library accepts no responsibility for the protection, possible damage, or theft of any item displayed or exhibited. All items placed on display at the Library are at the owner's risk. Insurance coverage is the responsibility owner of the articles or materials displayed.

The Library will not act as intermediary in the sale of art work, but will provide the artist's contact information upon request.

A reception to mark the installation of any exhibit may be considered, providing space, time and financial expenditures of the Library and exhibitor are mutually agreeable. Scheduled library events and programs have priority. Refreshments (non-alcoholic only) must be provided by the exhibitor.