

## **POLICY ON EXHIBITS**

Each affiliated library may sponsor or cosponsor exhibits to:

- Promote public awareness of the collections and services of the library
- Celebrate national, state, or local events
- Encourage reading
- Educate the public
- Reaffirm the viability and importance of libraries
- Attract a wider audience to the library

All exhibit proposals must be approved by the affiliated library.

- The exhibit of any given materials does not constitute an endorsement by the library.
- Proposals for exhibits must be submitted to the library no less than 6 months prior to the proposed exhibit.
- The library may sponsor exhibits from organizations which are engaged in educational, cultural, intellectual, or charitable activities.
- The library will be the sole judge of what is acceptable. All materials will be reviewed by the library before being displayed.
- The library will require as complete inventory of each item of an exhibit, including title, dimensions, description, and estimated cost by owner.
- Preparation of materials for exhibit purposes is the responsibility of the exhibitor and must meet the standards of the library.
- The arrangement and hanging of the exhibit will be the responsibility of the owner.
- The library must approve all publicity related to the exhibit.
- The library will provide no special security personnel.
- No admission charge, request for donations, or items for sale will be permitted.
- The library will allow a citation in the exhibit giving the name, address, and/or telephone number of a contact person should a viewer wish to inquire about a purchase.
- The exhibitor will provide his/her own insurance for the exhibit and will sign a waiver that the library will under no circumstances be held responsible for any loss or damage.