

# **ROSE MEMORIAL LIBRARY ASSOCIATION**

## **EXHIBITS AND DISPLAYS POLICY**

### **INTRODUCTION**

The Rose Memorial Library welcomes not for profit groups and individuals to set up exhibits and displays of educational, cultural, or community interest. The Friends of the Library Display Case and other display areas in the Library may be used to exhibit art, handiwork, collections of unique, interesting, or historically significant items, or other materials appropriate for display.

Display facilities are available on an equitable basis. Permission to exhibit or display items is based on the provisions of this policy and not on the viewpoints, beliefs, or affiliations of the exhibitors. Exhibits are offered as a community service. The Library does not necessarily endorse or agree with the ideas, issues, or events promoted by the exhibits or displays. The views expressed implicitly or explicitly are those of the individual or group using the display space.

### **PROCEDURES**

- The Library Director and Exhibits Coordinator will plan and solicit displays and exhibits on behalf of the Library.
- A potential exhibitor must complete the Request to Exhibit or Display Form (Appendix A) and submit it to the Library Director at least one (1) month prior to the requested start date of the exhibit. In addition, the exhibitor must sign the Indemnification Agreement (Appendix B) holding the Library harmless from liability in case of damage, destruction, loss, or theft of any display item.
- The choice of items to be exhibited or displayed rests with the Library Director and the Exhibits Coordinator. Only items that have been approved may be included in the exhibit or display.
- Materials to be displayed are subject to review by the Library Director and the Exhibits Coordinator.
- The selection of a suitable display area and the manner in which the display will be presented is at the discretion of the Library Director and the Exhibits Coordinator.
- The Library reserves the right to limit the number of times an individual or group may exhibit or display materials.
- The duration of the display will be established by the Library Director and the Exhibits Coordinator and will be scheduled according to the needs of the Library. At the end of the agreed upon display period, additional time may be granted at the discretion of the Library Director.
- A card or plaque, no larger than 3” by 5”, identifying the exhibitor must be included with the display. Other signage, if any, should be provided by the exhibitor and must be approved by the Library Director.
- The exhibitor will provide the Library Director with an inventory of items to be displayed.
- A copy of this policy will be attached to the Request to Exhibit or Display Form (Appendix A), and exhibitors must agree to follow the procedures and guidelines contained within.

## **GUIDELINES**

- The content of an exhibit or display should be within the broad standards of community acceptability and be appropriate for all age groups, including children.
- The exhibitor will assume full responsibility for the installation and dismantling of the display and will provide all needed materials and labor. Library staff cannot help with setup or takedown.
- Setting up and/or taking down a display may not interfere with Library business. The date and time of installation and dismantling should be scheduled with the Library Director.
- Displays may not be affixed or adhered to the Library building, furnishings, or property. It will be the sole responsibility of the exhibitor to cover the cost of any damage to the Library building, furnishings, or property resulting from the installation and/or dismantling of the exhibit or display.
- Materials must be removed promptly at the close of the exhibit period. The Library cannot provide storage space. The exhibitor must leave the Library in the same condition as it was found at the commencement of the exhibit.
- The Library will remove displays or exhibits that have not been dismantled by the date agreed upon. Any expense for such removal becomes the responsibility of the exhibitor.
- The Library assumes no responsibility for the possible damage, destruction, loss, or theft of any item displayed. Groups or individuals providing exhibit or display materials do so at their own risk.
- Objects and materials on display are afforded the same security protection as that of all Library materials. The Library cannot provide additional security.
- Exhibits and displays must not present a fire, safety, or personal hazard.
- The Library retains the right to cancel or reschedule an exhibit or display if the space is needed by the Library. Whenever possible, the exhibitor will receive a fourteen (14) day notice, if preempted.
- Exhibits or displays may not disrupt the normal routine of the Library.
- All publicity materials must be submitted to the Library Director for approval at least two (2) weeks prior to distribution and/or publication. Such material may not imply that the exhibit or display is sponsored, co-sponsored, or endorsed by the Library.
- Failure to comply with the procedures and guidelines contained within this policy will result in denial of exhibit or display privileges.
- The Library Director and the Board of Trustees reserve the right to refuse, cancel, limit, or impose restrictions, such as time, size, number, and/or placement of items, upon any exhibit or display. Appeals concerning any decision by the Library Director and the Board of Trustees to refuse, cancel, limit, or impose restrictions upon any exhibit or display should be made in writing to the Library Board of Trustees.

## **APPENDIX A - REQUEST TO EXHIBIT OR DISPLAY FORM**

## **APPENDIX B - INDEMNIFICATION AGREEMENT**

**Approved by the Board of Trustees on December 9, 2014**

**APPENDIX A**

**REQUEST TO EXHIBIT OR DISPLAY FORM**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ FAX \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

Requested Dates \_\_\_\_\_

Purpose of Exhibit \_\_\_\_\_

I/We have received a copy of the Rose Memorial Library's Exhibits and Displays Policy and I/we agree to abide by all of the stated procedures and guidelines.

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

RML APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

Approved Dates \_\_\_\_\_

Installation (Date & Time) \_\_\_\_\_ Dismantling (Date & Time) \_\_\_\_\_

A copy of the approved form will be given to the applicant.

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**APPENDIX B**

**INDEMNIFICATION AGREEMENT**

I/We, the undersigned, have provided the Library Director with an inventory of items to be displayed. In consideration of exhibiting or displaying these items in the Library, I/we agree to hold harmless the Rose Memorial Library for any damage, destruction, loss, or theft of any item exhibited or displayed. I/We also agree that the Library shall not be responsible for any injury incurred during the installation or removal of the exhibit or display.

Dates of Exhibition or Display \_\_\_\_\_

Brief Description of Materials Exhibited/Displayed \_\_\_\_\_

\_\_\_\_\_

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_