

## Hibbing Public Library –Administration-Library Policies-Exhibits and Displays

Library exhibits serve to make the public aware of the informational, educational and cultural resources of the community. The exhibits may direct the public's attention to the materials and services of the library itself, to the work of talented individuals, or to ideas expressed by community organizations.

The use of library facilities for displays and/or exhibits is a privilege. If an exhibit or display is controversial in nature, both sides of the issue will be permitted equal exhibit time.

The privilege of placing exhibits and displays in the library will be subject to the following guidelines:

1. Displays must be informational, educational or cultural.
2. Reservations for the use of either the library foyer's exhibit window (10' wide by 3' deep by 5' high) or freestanding exhibit case (5' high by 2' square) will be taken in advance by the library staff.
3. All exhibits will be limited to not more than two (2) weeks per year.
4. The exhibitor will deliver and retrieve all items at the time specified.
5. The exhibitor will arrange and dismantle the display.
6. The name of the individual or organization responsible for the exhibit will be prominently displayed including the name, email address and/or phone number of a contact person.
7. No prices are to be posted on the display items.
8. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited.
9. A copy of this form with policies must be signed and dated as acknowledgement of these guidelines and a responsibility disclaimer no later than the day exhibit is put on display.
10. The library board of trustees will make the final decision about what will be displayed.

Policy approved by Library Board of Trustees, February 15, 1989, *reviewed and affirmed by Library Board of Trustees, May 12, 1999*, reviewed and updated by Library Board of Trustees, April 9, 2008.

### **Acknowledgement of Responsibility**

Requested dates: begin date: \_\_\_\_\_ and removal date: \_\_\_\_\_

Alternate dates: \_\_\_\_\_

Contact name \_\_\_\_\_

Group \_\_\_\_\_ Phone number \_\_\_\_\_

Email address \_\_\_\_\_

I, \_\_\_\_\_ acting on behalf of \_\_\_\_\_  
(print full name) (group name)

agree to the above guidelines and agree that the library will not be held responsible for preservation, protection or possible damage or theft of any item displayed or exhibited, as stated in item 8, above.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff Use:

Initials of Staff member accepting request \_\_\_\_\_ Date of request \_\_\_\_\_

Placed on online calendar by \_\_\_\_\_ on date \_\_\_\_\_ (initial and date online entry)