



External Policy

Displays, Exhibits and Posting - Are exhibits and displays created only by staff or are other organizations and individuals authorized to create exhibits and displays in the library? What is the process for an outside organization or individual to mount a display? Does the outside organization need to sign a release to have a display in the library? Who is responsible for the quality of a display? Who schedules displays? Is there a fixed time for a display to be up? Can library materials be used in a display? How is a complaint about a display handled?

http://midhudson.org/department/member_information/library_policies.htm#displays

Sample (General Policy)

As an educational and cultural institution, the Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Areas available to the public for displays and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library.

Sample (Public Posting Policy)

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards.

Library staff will place and remove postings promptly. Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

[with thanks to the Outagamie Waupaca Library System]



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Sample (Public Library Display and Exhibit Release)

I, the undersigned, hereby lend the following works of art or other material to the Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the _____ During _____
Description of materials loaned _____

Signature _____ Date _____
Address _____

Telephone _____

[with thanks to the Outagamie Waupaca Library System]

Sample (Petition Posting Policy)

Petitions will be placed on Bulletin Board #2. A disclaimer will be posted with petitions stating that any information which appears on the community information board does not necessarily reflect the policies and/or opinions of the library staff or library board. Petitions should be presented to the Library Director. Upon receipt of a petition, the Library Director will date the petition and record the name of the person presenting the petition. The petition will be allowed one week for display. Petitions should be no larger than 8 ½" x 14 " and no more than two pages in length. Petitions will be disposed of after one week of display if they are not collected by the petitioner.

[from the Patterson Library of Westfield, NY: Petitions]