



Display and Exhibit Policy

In keeping with its mission to meet the educational, cultural and recreational needs of the community, the Library will make exhibit and display space available without charge to community groups, organizations, and individuals.

Exhibits and displays must be of an educational, cultural or civic nature. Exhibit/display space will be granted to qualified individuals or groups, with preference given to area residents and organizations, regardless of their beliefs or affiliations, provided the content of the exhibit/display is within the broad standards of community acceptability and is appropriate for all age groups, including children.

Exhibits and displays may not be for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising. Religious proselytizing and partisan political recruitment are similarly prohibited; educational exhibits or displays on these subjects are allowed.

Application for use of space will be considered on a first come, first served basis and limited to four weeks per calendar year per group or organization. The Library reserves the right to determine the schedule of exhibits and displays, including length and location.

All works included in an exhibit must be approved by the Library Director or a representative of the Director. Only works so approved may be included in the exhibit.

The installation of art work must be done by the exhibitor at a prearranged time and in the designated area of the Library. Transportation of the art work is the responsibility of the artist or exhibitor.

All items to be hung must be matted, mounted or framed and wired for hanging. Nothing may be affixed to walls. Explanatory material may be made available for public viewing.

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

The Library will maintain an exhibit floater on its regular insurance policy to cover all art works which are in the building at any one time. Additional coverage may be requested if proper documentation is provided.

The Library reserves the right to cancel any exhibit or display without prior notice. This decision may be appealed to the Board of Trustees.

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



BULLETIN BOARD POLICY

Use of the Library bulletin board is subject to the following policy established by the Board of Trustees:

The Library bulletin board is to be used for posting information about Library business, programs and activities. At the discretion of authorized library personnel, the bulletin board also may be used to display information from community or nonprofit groups that is educational or cultural in nature.

Only authorized Library personnel may post notices on the Library Bulletin Board. Any notice to be considered for posting must be submitted to the Librarian-In-Charge.

Information displayed without authorization will be removed and discarded.

The Library bulletin board may not be used for advertising, personal services, or commercial notices.

Notices must contain the name, address and telephone number of the sponsoring agency or an authorized representative, as well as the date of an event or a notation indicating the date of posting.

Notice dimensions may be restricted if necessary to maximize available space.

Notices will be removed when they are no longer timely, or when space is required for more current items.

The Library does not advocate or endorse the viewpoints of organizations permitted to post or distribute information on the bulletin board. The Library accepts no responsibility for loss or damage to any item accepted for posting or for the accuracy of the information displayed.

This policy has been established by the Board of Trustees and is subject to periodical review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted by the Board of Trustees of the Gold Coast Public Library January 5, 2006