

Argyle Free Library: Exhibits & Displays Policy

POLICY STATEMENT

Purpose The Argyle Free Library provides exhibit, display and posting areas consistent with its mission, programs and services. The Library develops exhibits and displays on a regular basis to promote the use of its collection and to highlight its diversity; to bring attention to special or under-used aspects of the collection; to make it easy to find information on topics of current issue; to celebrate special occasions. Not-for-profit groups and individuals may use the Library's exhibit and display or information posting areas for educational, artistic, or cultural materials in accordance with the following provisions. Failure to comply with any part of this policy may result in denial of future exhibit and display privileges.

Regulations

Library use of exhibit and display areas takes precedence in scheduling. All exhibits and displays must be approved by the Library Director or appointed designees. Requests will be considered in the order of which they are received. Upon acceptance of a request a time will be given for the duration of the exhibit, display, or information posting. Factors considered in the approval process include:

- consistency with Library's mission,
- relevance to community needs and interests, and
- subject matter, space requirements, and timeliness.

The Library Director reserves the right to reject any part of an exhibit, display or posting. The Library reserves the right to limit the size, number, and placement of items; and the frequency with which a group or individual may have an exhibit, display or posting. Exhibits cannot in any way disrupt the normal routine of the Library. Exhibit and display areas are not for commercial use or benefit.

Liabilities

The Library assumes no responsibility for the possible damage, destruction, or theft of any item displayed or exhibited. All items placed in the Library are there at the owners risk. Exhibitors must sign a release form before any items can be displayed or exhibited. (see attached Exhibit and Display Release form.)

Announcement Postings

Posting of local announcements of interest may be given directly to the Library Director or library staff, without the need of a formal Exhibit and Display form. The posting should have the date of an activity which will allow the removal of the posting following that date. Postings that are undated will be dealt with as/if room is available on the Library posting board(s).

Exhibit/Display/Posting Time

In order to provide equitable access to exhibit, display and posting areas, non-library exhibits displays for no more than twenty-eight (28) days, and announcement postings may remain for no more than sixty (60) days.

Argyle Free Library
Exhibit and Displays Application

This form must be submitted to and be approved by the Argyle Free Library (AFL) at least 1 week prior to the scheduled date of the event. A separate form is required for each date requested.

Name of Applicant: _____

Address: _____

Phone: _____ Sponsoring Organization: _____

Date Requested: _____ Setup Date: _____ Removal Date: _____

Purpose of Exhibit:

I have received a copy of the Argyle Free Library Exhibit and Display Policy and I/We agree to abide by all of the stated rules/regulations.

Name (print): _____

Signature: _____ Date: _____

AFL Approval: _____ Date: _____

Notes: