

FLINT PUBLIC LIBRARY

EXHIBIT AND DISPLAY POLICY AND PROCEDURES

As a community resource, the Flint Public Library devotes building space, where available, to the purposes of featuring library materials and programs; providing information about community groups; and exhibiting works of individual artists, craftspeople, and collectors.

Space is made available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting its use, provided both that such displays do not conflict with regular library services and programs and that they conform to the policies and procedural guidelines outlined below.

There is no charge for the use of the display facilities, and permission to a group to use the facilities does not in any way constitute or imply endorsement of its beliefs, policies, or programs by any Library official or by the Board of Library Trustees.

Organizations or individuals that violate the terms of the Library's display and exhibit guidelines may be refused future use of the facility.

PUBLIC NOTICE BULLETIN BOARD

For public notices of community interest, a community bulletin board is available to non-profit, advocacy, and/or civic organizations sponsoring charitable, cultural, educational, and/or recreational events and to profit-making groups sponsoring these types of events in the public interest.

1. Prior to posting, all notices must be brought to the attention of the Library Director or a member of the Staff. Each notice must include the name, address, and telephone number of a contact person.
2. The Library has the right to review the notice before it is posted. The Library does not accept notices that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. A decision not to accept a notice may be appealed to the Board of Library Trustees.
3. Space permitting, there is no limit to the number of different notices an individual or organization may post at the Library in the course of a given year.
4. Notices may remain posted for as long as information is current.

5. Notices posted become Library property and will be discarded when information is no longer current or at the discretion of the Library Staff. Persons wishing to reclaim posted material may do so by special prearrangement.
6. Items to be posted must be neat and clearly readable and must not exceed 11" x 17".
7. Arrangement of the board(s) is the responsibility of Library Staff.
8. Notices posted in violation of this Policy will be removed and discarded.

DISPLAYS AND EXHIBITS

The Library functions as an intellectual and cultural resource for the community. Exhibits and displays are a means through which the public can share experiences, appreciate special interests, and exchange information.

Exhibit areas are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The fact that an organization or person is permitted the use of a Library display space does not in any way constitute an endorsement of their policies or beliefs.

In general, the Library does not accept exhibits of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. The Library does not accept any material being offered for sale to the public unless the proceeds directly benefit the Library.

Exhibits are accepted at the discretion of the Library Director. The Library has the right to review the materials before the exhibit is installed. The Library does not accept displays that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. A decision not to accept materials for an exhibit may be appealed to the Board of Library Trustees.

All exhibits and displays must adhere to the following guidelines:

1. Exhibit space must be reserved in advance.
2. Displays are generally placed for a period of up to four weeks. An organization or individual may request display space for four weeks in any twelve-month period.
3. Every effort is made to assure the safety of displayed materials, but the Library will assume no responsibility for the security of items on display.
4. The exhibitor must sign an agreement to
 - a. Assume the risk of loss or damage to materials exhibited, as no insurance is provided by the Library
 - b. Assume responsibility for installing and labeling the exhibit on the agreed installation date
 - c. Remove the exhibit promptly on the agreed dismantling date, and

- d. Give the Library the right to remove the exhibit materials if they are not picked up by the agreed dismantling date.
5. Exhibit materials may be discarded, if not claimed within 30 days.
6. A notice, stating the following, is to be posted with each exhibit:

The material within this exhibit is the presentation of *[the individual or organization responsible for the exhibit]*. The Library does not advocate or endorse the viewpoint of any exhibit or exhibitor.

Adopted by the FPL Board of Trustees 5/15/95

Reviewed 1/13/97; 11/18/02

Amended 2/9/09

EXHIBIT AND DISPLAY AGREEMENT

Title of Display _____

Description of Display _____

Dates of Exhibition (*max. of 4 weeks*) _____

Organization Responsible for Display (*if applicable*) _____

Contact Person (Exhibitor) + Address _____

Email _____ Phone number(s) _____

By signing this Agreement, you agree to the following:

1. The Flint Public Library will assume no responsibility for the security of items on display.
2. The Exhibitor must
 - Assume the risk of loss or damage to materials exhibited, as no insurance is provided by the Library;
 - Assume responsibility for installing and labeling the exhibit on the agreed installation date;
 - Remove the exhibit promptly on the agreed dismantling date; and
 - Give the Library the right to remove the exhibit materials if they are not picked up by the agreed dismantling date.
3. Exhibit materials may be discarded, if not claimed within 30 days.
4. A notice, stating the following, is to be posted with each exhibit:

The material within this exhibit is the presentation of *[the individual or organization responsible for the exhibit]*. The Library does not advocate or endorse the viewpoint of any exhibit or exhibitor.

Exhibitor's Signature _____ Date _____

**Return signed Agreement to
Adele Carter, Director, Flint Public Library, PO Box 98, Middleton, MA 01949**