

**FLINT PUBLIC LIBRARY  
EXHIBIT AND DISPLAY POLICY**

As a community resource, 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 use the facilities does not 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. The Library Director or a member of the Staff must review all notices prior to posting.
2. Each notice must be dated and include the name, address, and telephone number of a contact person.
3. The Library does not accept notices that are judged by Town Council to be illegal or by the Library Director to be inappropriate for public viewing. A decision not to accept a notice may be appealed to the Board of Library Trustees.
4. Notices may remain posted for as long as information is current or space allows.
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 Notices posted become Library property and will be discarded when information is no longer current or at the discretion of the Library Staff.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 prearrangement with the Library Director.
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

Permission to use the facilities does not constitute or imply endorsement of its beliefs, policies, or programs by any Library official or by the Flint Public Library Board of Trustees.

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 housed in the Library's large meeting room are available for viewing only during meetings and Library programs.

All exhibits and displays must adhere to the following guidelines:

1. The Library Director must review all exhibit and display proposals prior to hosting.
2. Exhibit space must be reserved in advance.
3. The Library does not accept displays or exhibits that are judged by Town Council to be illegal or by the Library Director to be inappropriate for public viewing. A decision not to accept a proposal may be appealed to the Board of Library Trustees.
4. 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.
5. Every effort is made to assure the safety of displayed materials, but the Library assumes no responsibility for the security of items on display.
6. 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.
7. Exhibit materials may be discarded, if not claimed within 30 days.
8. Exhibitors must use the Library's hanging system and/or materials. The room must be left in the same condition as it was found. If damage to walls or other areas of the room occur, it is the responsibility of the exhibitor to pay for repairs.
9. A notice, stating the following, is to be posted with each exhibit:

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

# 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. Flint Public Library assumes no responsibility for the security of items on display.
2. The Exhibitor:
  - Assumes the risk of loss or damage to materials exhibited, as no insurance is provided by the Library;
  - Assumes responsibility for installing and labeling the exhibit on the agreed installation date;
  - Removes the exhibit promptly on the agreed dismantling date; and
  - Gives the Library the right to remove the exhibit materials if they are not picked up by the agreed dismantling date.
3. Agrees that exhibit materials may be discarded, if not claimed within 30 days.
4. Agrees to use the Library hanging system and/or materials
5. Agrees to post a notice, stating the following, with each exhibit:

The material within this exhibit is the presentation of [*individual/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:  
Library Director, Flint Public Library, 1 S. Main Street, Middleton, MA 01949**

Adopted by the FPL Board of Trustees 5/15/95  
Reviewed 1/13/97; 11/18/02; 2/8/2021  
Revised 2/9/09; 10/19/15; 12/9/24