

Putnam County Public Library

Exhibit and Display Policy

Policy Statement

In keeping with its mission to meet the educational and recreational needs of the community and its role as a community cultural center, the Putnam County Public Library makes exhibit and display space available without charge to governmental agencies, not-for-profit organizations, schools and universities, and to groups and individuals engaged in educational, civic, cultural, intellectual and charitable activities. The community is encouraged to display paintings, photography, sculpture, and other works as well as documents, artifacts, and other ephemera, with the purpose of providing educational and cultural enrichment, lifelong learning, promoting library resources, and reaching out to the community.

Regulations

- Exhibits must be of an educational, cultural, or civic nature. They 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. The library does not imply endorsement of the beliefs or viewpoints of their subject matter.
- The library reserves the right to limit the content, size, and frequency of exhibits or displays. Additionally, the library reserves the right to cancel any exhibit should conditions or situations, such as unique exhibit opportunity or unforeseen need, warrant such action.
- The Library Director shall have the final decision on the content and arrangement of all exhibits/displays and reserves the right to reject any part of an exhibit/display or to change the manner of display, subject to appeal to the Board of Trustees.
- Complaints about the exhibit/display content should be recorded on the library's Statement of Concern form. *See Concerns About Library Materials, Displays or Programming Policy.*
- The library assumes no responsibility for loss or damage to the display/exhibit materials and all items on display are done so at the owner's risk.

Scheduling

- Scheduling of exhibits/displays is coordinated by the reference staff on a first come first served basis. Library sponsored exhibits or displays will have first priority.
- The exhibit/display period is generally between two and four weeks, although exceptions may be approved as needed.
- The Exhibit/Display Agreement must be signed and on file prior to the exhibit being placed in the library and must include an inventory of items included in the display/exhibit.
- It is the responsibility of the exhibitor to set up and remove the exhibit.

- Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibit/display spaces, walls, floors, ground, furniture, and fixtures resulting from the installation or removal of an exhibit/display.

Adopted by the Putnam County Library Board of Trustees November 16, 2005