

Display Policy

POLICY ON THE USE OF EXHIBIT SPACE IN CORNELIUS PUBLIC LIBRARY

This is the Policy on the Use of Exhibit Space in the Cornelius Public Library. The policy is based on *Exhibit Spaces and Bulletin Boards - An Interpretation of the Library Bill of Rights*, a document adopted by the American Library Association.

The Policy on the Use of Exhibit Space will be periodically reviewed by the Library Director and the Cornelius Library Board to ensure it reflects the goals and objectives of the Cornelius Public Library.

PURPOSE

This policy is written to provide the guidelines by which the Library Director shall determine the appropriateness of proposed uses of bulletin boards, exhibit cases, information tables and racks, and any other display areas in the Library.

FUNCTION

The mission of the Cornelius Public Library is to be a center for the general recreational, educational, and informational needs of the community. By collecting books, magazines and other materials and making them accessible to the public, it fulfills its role as a window to a larger world and, by providing exhibit space; it fulfills its further role as a mirror of the community.

EXHIBIT GUIDELINES

The Library Director will encourage persons and organizations which engage in educational, cultural, intellectual and charitable activities to utilize the Library's exhibit space. The space is available to all persons and organizations. All exhibits must be open to the public.

In general, the duration of exhibits -- including items posted on bulletins boards --should not exceed 30 days. Requests for longer exhibit periods may be submitted to the Library Director for approval.

Library-related displays shall take priority in scheduling bulletin boards, exhibit cases, information tables and racks, and any other display areas in the Library.

When groups or individuals not employed by the Library ("private sources") provide exhibits for the Library, the originators of those exhibits should be clearly identified to the viewer. Exhibit space provided to private sources shall also contain a notice setting forth the following:

- A disclaimer on all exhibit areas stating such materials are from private sources and are not sponsored or endorsed by either the Library or the City of Cornelius.

- Exhibit space for opposing views will be made available if there is a timely request made to the Library Director.

Prices may be attached to display items if they are for sale but size of price tags is limited to that of a standard business card (2" x 3-1/2"). Cards may be included in exhibits of arts or crafts to identify the artist. They may include address, telephone number, and an indication that the items are for sale. The Library shall not act as agent to sell any type of materials, except on behalf of the Friends of the Library to whose salable merchandise the above prohibitions do not apply.

Because display space is limited, all exhibits must be of such size, shape, and construction that they do not interfere with the normal and safe operation of the Library. Items posted on bulletin boards shall be no larger than 12" x 18". Private sources are liable for any injuries sustained by members of the public or library staff members as a result of poorly constructed displays.

Private sources responsible for exhibits must arrange their own materials under the general supervision of the Library staff, furnish their own easels, equipment or other hardware for the exhibits and their arrangement, and be responsible for any damage to Library property. No liability for injuries sustained by individuals, members of organizations or their representatives while arranging their exhibits shall be assumed by the Library or the City of Cornelius.

Private sources exhibiting items must agree to assume all risk for the items.

DUTIES OF THE LIBRARY DIRECTOR

It shall be the responsibility of the Library Director to encourage use of Library exhibit space. The Director may do so by overseeing creation of Library-originated exhibits, actively seeking help from other organizations or individuals, and accepting offers of exhibits from organizations or individuals.

The Director, or his/her designated representative, shall see all materials or exhibit plans before they go on display in the Library in order to check for their compliance with these policies. The Director or his/her designated representative shall have responsibility for the scheduling and duration of exhibits.

APPEALS OF DECISION TO REJECT AND REQUESTS FOR REMOVAL OF LIBRARY DISPLAYS AND/OR EXHIBITS

Individuals or groups may appeal a decision to reject a display and/or exhibit. Individuals or groups may also request the removal of a display and/or exhibit from the Library's exhibit areas. The procedure for both of these actions is as follows:

- Have an informal conference with the Library Director. If the outcome of this discussion is not satisfactory, the individual or group may:

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- Make a written (and signed) statement to the Library Director who shall respond in kind and in a timely manner and shall provide the requester a copy of this policy;
- If the resulting action is not satisfactory to the requester, they may make a written appeal of the decision to the Library Board who will consider the matter at their next regularly-scheduled meeting. At this meeting, the Commission shall consider the appeal/request as it relates to this policy and make their recommendation. Should the group or individual wish to pursue the complaint, the City Council will ultimately decide if the display/exhibit in question is in keeping with the letter and spirit of this policy.

EXHIBIT AGREEMENT
Cornelius Public Library

Description of Exhibit

Name of Exhibitor

Organization (if applicable)

Address

Phone

Dates of Exhibit (not to exceed 30 days) from _____ to _____

Special Conditions/Area of Library Used

Value of Exhibit

(The City of Cornelius does not provide insurance coverage for exhibits.)

I have read the *Policy on the Use of Exhibit Space in Cornelius Public Library* and agree to follow the guidelines and policies stated. I understand that the Library is to be held harmless and no liability for loss or damage is assumed either by the Library or by the City of Cornelius.

Signature of Exhibitor or Organization's Representative _____ Date _____