

EXHIBIT AND DISPLAY POLICY AND PROCEDURES KIMBALL PUBLIC LIBRARY

As a community resource for intellectual and cultural purposes, the Kimball Public Library devotes available space for the purposes of:

- featuring library materials and programs;
- providing information about community groups;
- exhibiting works of individual artists, craftspeople, and collectors.

Exhibits and displays are a means through which the public can share experiences, appreciate special interests, and exchange information. Areas available to the public for displays and exhibits are the glass exhibit cases, table and shelves, and the meeting room.

There is no charge for the use of the display facilities. Permission allowing 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.

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

- A. 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.
- B. 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.
- C. 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.
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, may 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.

Kimball Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Kimball Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

I agree to 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.

Exhibition to be held in the _____

During _____
Description of materials loaned

Signature _____ *Date* _____
Address _____ *Telephone* _____

APPROVED BY THE BOARD 6/8/15
REVIEWED AND APPROVED 1/8/18
Reviewed and Approved 12/14/2020