

Park County Library System

DISPLAY AND EXHIBITS POLICY

The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the libraries and to ensure appropriate use of these spaces in a manner that is consistent with the other service objectives of the libraries.

Introduction

The Park County Libraries welcome exhibits and displays. Exhibits and displays in the Libraries offer a means for public expression by individuals and groups in the communities they serve. Exhibits and displays also enrich the Libraries by allowing them to serve in a community forum role. Exhibit areas in the Libraries are maintained for the exhibit of educational, cultural, intellectual, and aesthetic materials by the Libraries and their communities. Exhibit areas are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the policies established by the Park County Library.

The Libraries have the right to review the materials before the exhibit is set up. Material which, in the judgment of the County Library System Director and at least two Branch Managers, is deemed inappropriate will not be exhibited. Exhibitors whose materials are refused for exhibit may appeal to the Library Board at the next regular meeting.

The fact that an organization or person is permitted the use of a Library exhibit area does not in any way constitute an endorsement by the Library of their policies or beliefs and no claim to that effect may be used in advertising.

Responsibility for setting up and dismantling the exhibit lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit.

The exhibitor will supply a complete inventory of the exhibit and the value of each item before the exhibit is set up. The Library assumes no responsibility for loss of or damage to exhibited materials.

Materials exhibited may be offered for sale, but the Library will not act as an agent for the exhibitor.

Exhibit Areas Available

Each of the three libraries in Park County has some form of exhibit space. These include wall space, display cases and bulletin boards. (Please contact individual libraries for specifics) The Library

welcomes the use of these exhibit spaces at no charge on a reserved-only basis by governmental agencies, not-for-profit organizations, and individuals and groups engaged in educational, civic, cultural, intellectual, and charitable activities. No exhibits may be mounted by the public outside of the exhibit areas defined in this policy, as they may interfere with other Library operations and public safety, and present a cluttered appearance

Scheduling of Exhibit Areas

All exhibit scheduling is coordinated by the managers of each library. Library exhibit areas are available to the public on a first come, first serve basis, and are available to individuals and groups if the Library has not previously scheduled the use of those exhibit spaces. Library sponsored exhibits and displays will have priority.

It is not the intent of the Library to provide permanent or continuous exhibit space to a specific individual or group. Up to two (2) exhibits may be scheduled at one (1) time.

Exhibits normally are scheduled on a one (1) month basis, from the first day to the last day of each month.

Individuals and groups interested in placing exhibits and displays in the Libraries are encouraged to visit the Library of their choice to view the available spaces before making application to use the exhibit area.

The Branch Manager or a designated representative for each library will review all requests for exhibit area use and determine eligibility prior to granting approval. In the event that a question may arise as to the eligibility of any organization, group, or individual requesting the use of the exhibit area, the County Library Director will be consulted, and if necessary, the Library Board. The Library Board shall be the final authority in granting or refusing permission to use the Library's exhibit areas. Exhibitors whose materials are refused for exhibit may appeal to the Library Board at the next regular meeting.

Installation and Removal of Exhibits

Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit. Exhibitors are asked to be respectful of the multipurpose community use of the Library; thus conversations and noise should be kept to a minimum. Exhibits are to be installed with all deliberate speed. Entrances and aisles may not be obstructed.

Exhibitors may not move any existing exhibit or Library materials during the installation of their exhibit. If exhibitors would like to move existing exhibits or Library materials, they may contact the Circulation Desk staff or Branch Manager for permission and assistance.

Individuals or groups using the Library's exhibit spaces may not install their work prior to the date that on which their space reservation begins. They may not mount their artwork in a manner that defaces the space provided.

Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The using individual or organization and its members, jointly

and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Park County Libraries as shall be caused or inflicted by the using individual or organization.

Exhibits must be removed on or before the scheduled removal date. Exhibits which are not removed by that date will be removed by Library staff.

Groups and individuals using the exhibit areas are responsible for basic clean up and returning the space to order.

It is appropriate for exhibit owners to visit the exhibit space in the Library periodically during the time it is on display to assure that no portions of the exhibit have fallen to the floor or have otherwise become unkempt.

Descriptive Labeling

Each exhibitor will supply and display descriptive information to describe the purpose, title, and ownership of the exhibit. This practice will enhance the effectiveness of exhibits and displays.

It is appropriate to supply copies of descriptive materials to staff at the Library's public service desks, so that Library staff can provide information to members of the public who inquire about current exhibits and displays.

Responsibility for Loss or Damage

Each exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item on display.

Each exhibitor agrees, as a condition of the display of their exhibit in the Library, that the Library assumes no responsibility for loss of or damage to exhibited materials, and agrees to forever release and discharge the Library, its officers, trustees, invitees, agents, and employees from all such loss or damage.

Each exhibitor agrees to hold the Park County Library, its officers, trustees, invitees, agents, and employees harmless from any and all claims, demands, and liabilities which may arise out of applicant's use of the exhibit areas, grounds, and facilities, and shall indemnify the Park County Library, its officers, trustees, invitees, agents, and employees for any and all costs, expenditures, and damages relating thereto (including attorneys' fees).

Cancellation of Exhibits

The Park County Library Director, the Branch Managers, and Library Board reserve the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action.

If an exhibit is canceled, the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.