

Jesse M. Smith Memorial Library
Display and Exhibit Policy

Approved by the Library Board of Trustees 5/7/2009

As part of its public service and information mission, the Library provides display and exhibit space for its own purposes as well as for local community groups and individuals. Providing display and exhibit space does not constitute endorsement of the individual or group, its programs, services, or informational material by Jesse M. Smith Library, which further disclaims any liability in relation to the organization and its practices.

GENERAL SELECTION CRITERIA:

The Library Director or designee will approve displays and exhibits based on the appearance, contents, timeliness, local interest, ease of installation, and general suitability. Space is provided for educational, cultural, civic or recreational displays, and exhibits. Space is not available for commercial purposes. The Library's need for display and exhibit space takes priority over any of the public's requests. Preference will be given to Burrillville community groups and individuals.

GUIDLINES:

Artists and exhibitors must submit a completed Display and Exhibit Application upon reading the Display and Exhibit Policy. The Library Director has the final authority for approving displays and exhibits. Size, limits, placement and length of the display/exhibit are at the discretion of the Library Director. The Library reserves the right to alter or remove any display.

Displays and exhibits must be installed in designated areas using approved apparatus. Each individual or group is responsible for installing and removing items for display or exhibit unless prior arrangements have been made with library staff to assist in the interest of safeguarding library property. Nothing (including signage) should be attached to library walls except under library supervision. Displays and exhibits must be disassembled and removed by the agreed upon date.

The Library will protect displays and exhibits; however, the Library assumes no responsibility for loss, theft or damage.

No solicitation or selling of display or exhibit items on library premises. Artists and exhibitors may leave information to be contacted directly. Library staff will not be involved in any sales or solicitations.