

## **Displays**

Library display areas are primarily for the promotion of library services and materials, however, displays from outside sources that promote interest in reading or library materials, that provide information about local cultural or artistic groups, or that are cultural, civic, or educational in nature may be approved by the library director.

Displays that focus on public issues (e.g. politics or family planning) must include unbiased information from differing points of view.

Displays must conform to what is generally known as “standards acceptable to the community.” Display items may be rejected if they contain extreme violence or explicit sex or nudity or if they are racially, religiously, ethnically, or sexually biased or negative. Standards for displays are stricter than for other library items because anyone, including children, can see displays. Standards are stricter than they may be for a museum because art and artifacts in public libraries is a secondary function, not a cultural responsibility.

Displays from organizations other than the library must indicate the sponsoring organization. Permission to display does not indicate library endorsement.

Library staff will not set up displays for lenders, but may alter the arrangement and content of the display at any time without notice to the lender. The library reserves the right to make the final decision on how all of the displays are arranged.

Changes to a display by a lender must be approved by the library director before the change is made.

All signs developed by lenders must be approved by the library.

Artists are permitted to include a small tag on each artwork indicating the artist’s name and contact information. In keeping with the library’s policy that no program may include for-profit sales, prices may not be included on the artwork’s tag. Library staff will not accept payments nor be involved in any transactions beyond referring the potential buyer to the artist’s label containing the artist’s contact information.

Displays will stay up no less than one week and no more than six weeks without prior approval of the library director. Lenders who fail to remove their items within one week of the display’s ending date will have their items removed and disposed of as the library sees fit, unless previously arranged otherwise with the library director.

The library may accompany any with complementing brochures, bookmarks, or other items related to the display’s theme.

The James L. Hamner Public Library is not responsible for theft or damage of items loaned for display, nor does it carry insurance to protect these items. Insurance is the

sole responsibility of the lender.

All persons loaning items for displays in the library must complete and sign "The Lender's Agreement." The Agreement must be signed before any loaned items are placed on exhibit. A separate Agreement is required for each exhibit. The lender should be given a copy of the signed Agreement.

It is the responsibility of library staff when arranging to borrow any non-library item for exhibit to explain that the lender must sign the Agreement.

It is the responsibility of the Library Director to keep on file all signed Lender's Agreements for loans to displays in the library according to the appropriate retention schedule.

No material may be mounted in such a way as to damage the facility, including nailing, painting, or otherwise permanently altering the walls or floors of the exhibit space.

Permission to display items or information does not indicate library endorsement of the issues, events, or services depicted.

Requests for reconsideration of a display will follow the same procedure as a request for reconsideration of a library item.

The library reserves the right to deem any exhibit or display inappropriate for placement in the library.