

EDWARD F. OWEN MEMORIAL LIBRARY
EXHIBIT POLICY AND GUIDELINES

The Edward F. Owen Memorial Library welcomes the opportunity to allow community groups and individuals to use the various display and exhibit areas in the library as part of its mission to provide a wide range of information and materials, and to encourage and support the civic, intellectual, and cultural pursuits of the community. Space is provided for displays of an educational, cultural, intellectual, charitable or recreational nature, and for exhibiting works of area artists and craftspeople. Display areas may also be used for materials from the Library's collection, or to publicize library services, collections, or activities.

Exhibit Policy and Purpose

Exhibit areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. The Library endeavors to present a broad spectrum of opinion and viewpoints. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.

The Edward F. Owen Memorial Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display spaces. The Library has the right to review the materials in advance. The Library's decision on what will be displayed in its exhibit spaces shall be final.

Limitations

All display spaces within the public library are open to adults and children of all ages and sensibilities. Therefore, displays should be appropriate material and content for the library environment. For example, the Library discourages material containing images that include significant elements of sexually explicit imagery or graphic depictions of violence. In general, the Library does not accept exhibits or displays 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.

Exhibit Guidelines

- * Exhibit space must be reserved in advance.
- * All materials are displayed at the exhibitor's own risk.
- * The exhibitor is responsible for installing and labeling the exhibit.
- * The exhibitor shall remove the exhibit promptly on the agreed upon date.
- * All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library.
- * The library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- * The exhibitor must be identified by name within the display.
- * No fees are charged for display spaces. Groups using display spaces may not charge an admission fee or request donations.
- * The library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who desire to sell items shall include as part of their displays information on how to purchase items.
- * The exhibit areas are open to the public only during the regular open hours of the library.
- * Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.