

Eagle Public Library

## **Exhibit Case and Displays Policy**

Adopted by the Board of Trustees, August 12, 2013

Reviewed and Reaffirmed, December 7, 2015

### **1. Purpose**

The Board of Trustees of the Eagle Public Library make the Library's exhibit case available to the public to further the Library's stated mission. The Board endorses the American Library Association's Exhibit Spaces and Bulletin Boards interpretation of the Library Bill of Rights. To make the most efficient use of the space that is available, the Board of Trustees established the following criteria for such material.

### **2. Definitions**

"Library Support Groups" include the Friends of the Eagle Public Library, the Teen Advisory Board, and any future Library foundation.

### **3. Eligibility**

The display areas are available free of charge for individuals or organizations engaged in educational, cultural, recreational, or intellectual activities.

Display space is available to individuals and groups within the community on an equitable basis.

The Library reserves the right to preempt any exhibit for a Library or City-sponsored event or exhibit; in such instances, the Library will put forth reasonable effort to give ample advance notice of such preemption and to assist the group in reserving another exhibit date.

Civic groups, service clubs, non-profit organizations, and governmental units promoting free or nominal charge events are typical sponsors of these activities. No political candidate or proposition materials, commercial promotions, or private events are eligible for display.

The Library does not endorse the belief or viewpoints of topics which may be the subject of exhibits, whether library-initiated or sponsored by an individual or group from within the community.

Exhibits may not include defaming or obscene materials as defined by the United States Supreme Court, or materials which could lead to a breach of peace or which advocate the violation of state criminal laws.

Displays are generally scheduled for periods of one month. Director approval is required for displays lasting more than one month.

The Library reserves the right to refuse or revoke permission to use any display area.

### **4. Reservation Procedure**

Display case reservations may be made through the Library's website, email, phone, or in person.

**5. Installation and Removal**

The displaying individual or group named on the Reservation Form will be responsible for the items on display.

Individuals or groups using the display areas must fill out the Display Request Form which includes an acknowledgment that the requester is responsible for the collection and not the Library.

Only the person(s) named on the Display Request Form will be allowed to add or remove items from the display.

**6. Liability**

The exhibit case must be left in satisfactory condition. Exhibitors using the exhibit case or exhibit space assume liability and shall be liable for any damage resulting from said usage, as assessed by the Eagle Public Library.

Neither the Library nor the City of Eagle assumes responsibility for materials, equipment, or any other article left by any organization, group, or individual in the library and will not be liable for loss, theft, or damage thereto.

The Library will dispose of abandoned exhibit materials after reasonable effort is made to contact the exhibitor.

**7. Amendment of Rules**

The Library Director may approve exceptions to this policy.

The Board of Trustees of the Eagle Public Library reserves the right to review and amend this policy at any time.