



## GLENCOE PUBLIC LIBRARY

### **PUBLIC DISPLAY AND EXHIBIT POLICY**

Permission for the placement of notices including but not limited to posters, exhibits, brochures, and leaflets must be obtained from the Executive Director or designated staff member.

#### 1. Information Board

Library information boards will be used to inform the public of events of an educational, cultural, or civic interest which are open to all members of the community.

- A. A dedicated information board is reserved for Village of Glencoe, Glencoe Public Schools, Glencoe Park District, and Family Service of Glencoe information only
- B. Preference in posting shall be given to groups and activities directly related to Glencoe.
- C. The size, quantity, and time length of the posting may be limited by library staff at any time to ensure equal posting and time for the posting of other material.
- D. No announcement shall be excluded because of the beliefs or affiliations of its sponsors, as long as the assembly specified has not been judged illegal by proper authority.
- E. The Library does not subscribe to the specific views of the individual or groups whose notices are posted.
- F. No material may be exhibited, posted, or displayed which is purely commercial. Notice of fundraising activities of charitable organizations will be allowed.
- G. Only the library staff is permitted to arrange the actual posting and the removal of notices, posters, etc.

#### 2. Display Cases

- A. The Library has first priority in using all display cases. Any request from an outside exhibitor for use of the cases will be considered in accordance with the Library's needs, as well as the internal guidelines for any given case.
- B. The following individuals or groups are eligible to request to display as an outside exhibitor:
  - i. Individuals residing within the Village of Glencoe
  - ii. Schools, groups, or organizations based in the Village of Glencoe
  - iii. Schools, groups, or organizations with members who reside within the Village of Glencoe, for a display of artwork or materials by their members. In this case, a member residing within the Village of Glencoe is required to apply as an outside exhibitor.
  - iv. Exceptions to display eligibility may be made by the Executive Director
- C. Requests to use any library display case must be made to designated library staff in accordance with the procedures and guidelines for the specific display case(s).
- D. The same criteria noted above for the information boards apply to the use of the display cases.

- E. No display shall interfere with the operation of the Library or pose any physical hazard to library patrons or staff.
- F. Items offered for display must take into consideration general standards of decency and respect for the diverse beliefs and values of the Glencoe community.
- G. Designated library staff shall arrange the schedule for the use of all display cases.
- H. The installation and removal of a display is to be done by the exhibitor or artists during the Library's regular open hours.
- I. The Library reserves the right to request a written inventory of each exhibition or art display to be filed with the Library in advance of showing.
- J. The exhibitor assumes the responsibility for the selection of the materials displayed, and for the proper display and/or mounting of the materials so as to prevent defacement or damage to the Library's property.
- K. All outside exhibitors must execute a release form exculpating the Library from liability if loss or damage should occur.

Adopted	September 20, 2018
Reviewed	
Revised	