

East Longmeadow Public Library Board of Library Trustees

Display/Exhibit Policy

It is part of the East Longmeadow Library's function to provide access to intellectual and cultural resources to the community; thus, the library welcomes the opportunity to allow community groups, organizations, or individuals to use the various display areas of the library. Space is provided for displays of an educational, cultural, historic, civic or recreational nature. Religious, commercial, or partisan political promotions are not permitted.

Exhibit space is available to locally organized groups, professional and governmental groups as well as individuals who wish to provide visual information about their organization or share their talents/skills with the public.

Exhibits in the library are seen by anyone who walks into the library – both children and adults who may have various degrees of sophistication. The materials of the exhibits must therefore meet what is generally known as a “standard acceptable to the community”.

Application for exhibits must be made with the library staff person in charge of the display areas, which are available on a first-come, first-served basis with library related exhibits taking priority. The library director and staff person shall accept or reject materials offered for display in accordance with the criteria in this policy statement.

Areas available to the public for display are various sized lockable glass cases and bulletin boards. Other areas may be available in the Children's Area with the permission of the Children's Librarian. Displays/exhibits needing more area than readily available in the library may receive special permission from the library director for the display providing the individual/group responsible for the material provides their own display equipment.

It is the responsibility of the exhibitor to set up and remove the exhibits according to the time period reserved for the display/exhibit.

The library is not responsible for any items owned by the exhibitor. The library cannot provide storage for the property of organizations or individuals displaying in the library.

Granting permission for a display/exhibit does not imply endorsement by the East Longmeadow Public Library of the exhibitor or the exhibitor's works.

All exhibitors are required to sign a form which releases the library from any responsibility for exhibited items.

East Longmeadow Public Library Exhibit Release

I, the undersigned, hereby lend the following works of art or other materials to the East Longmeadow Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Exhibit to be held/displayed in _____

Inclusive dates _____

Description of materials loaned

Individual/group represented _____

Signature _____ Date _____

Address _____ Tel _____

Adopted by the Board of Library Trustees September 24, 1990.

Amended by the Board of Library Trustees February 15, 2017.