

# **Emporia Public Library**

## **Exhibits and Display Cases Policy**

### **Approved by the Library Board October 10, 2019**

It is the policy of the Emporia Public Library, as part of its information mission, to provide information through both displays and exhibits. The Emporia Public Library limits the use of its exhibit and display spaces to library-produced or staff-approved exhibits of civic, cultural, educational, and/or recreational materials, which are designed to promote interest in the use of library materials or information services, and/or issues of community interest. Requests from for-profit groups and/or individuals may not be accepted. The presence of a display or exhibit does not necessarily indicate the library's endorsement of the issues or positions promoted by those exhibits or displays. The final decision on the acceptance of an exhibition or display rests with the Executive Director.

- 1) All exhibition and display items are provided at the owner's own risk. The library does not assume any responsibility for loss, damage, or destruction of items while they are on the library premises.
- 2) Exhibitions and displays are only open during the regular operating hours of the library, except by prior arrangement with the Executive Director.
- 3) All items must be removed promptly from the library at the conclusion of an exhibition or display.
- 4) The library reserves the right to limit the size or number of items; the content; and the duration of any exhibition or display, as well as the frequency with which an organization or individual may utilize the exhibition/display space.
- 5) Exhibitions and displays will not include prices of objects, but contact information for the source maybe included.
- 6) Each exhibition and display will include a sign stating its origin or sponsorship.