

## ROLLA PUBLIC LIBRARY

SUBJECT: Exhibits and Displays

BOARD

Approved: 07/20/2023

### POLICY

Rolla Public Library bulletin boards, displays and exhibit areas are intended primarily for promotion of the Library's services and activities and space is limited. However, consistent with its role as a community information and cultural arts source, the Library may provide exhibit (display) space to individuals or community organizations engaged in educational, cultural, intellectual, or other not-for-profit activities on a space-available basis for specified time periods. The exhibit must be deemed educational or informational in nature, and of interest to the general public. Display space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting this service.

The provision of display space and accepting items for exhibit does not constitute or imply Library endorsement of the individual or organization submitting the item(s), or of the content or the viewpoints expressed by those responsible for the exhibit.

Displays in the children and teen areas will consist of materials for children and teens.

The Library reserves the right to reclaim display space for any reason and at any time.

### PROCEDURE

Approval for all exhibits rests with the Library Director and/or Library Board. Advance reservation is required for the coordination of all exhibits and displays. An Exhibit/Display Request Form is required and is available from the Library Director.

The Library's display spaces may be scheduled in conjunction with library programs and events. Scheduling will prioritize library promotions and activities. Display spaces are not available to individuals or community organizations for permanent exhibits.

Any publicity developed by the exhibitor shall be submitted for Library review and approval prior to dissemination. Exhibits may not be used to solicit funds or advertise materials and/or services for sale. With the exception of items exhibited by the Friends of the Public Library and any other Library-sponsored or related activities, exhibit items may not be sold or offered for sale on Library premises.

Contact information with the name and phone number of the exhibitor may be included in the exhibit. The staff may refer people interested in purchasing items in the exhibit to the posted information. The fact that items are for sale may be stated, but prices may not be exhibited.

Displays may not violate Missouri state statutes or include items that are illegal to possess, speech that is not constitutionally protected or materials whose display may violate election laws (such as political campaign materials).

Exhibitors are responsible for installation, maintenance and removal of the exhibit at the time and in the manner as specified by the Library. If the responsible individual or group fails to properly maintain their exhibit, the Library reserves the right to disassemble the exhibit.

The Library assumes no liability or responsibility for injuries, loss, damage, destruction or theft to personal property that occurs as a result of mounting such exhibits on Library property.

The Library reserves the right to limit the size of any display, the number of items displayed, the duration of any exhibit and the frequency that individuals or organizations exhibit materials. The Library retains the right to deny the display space to any user whose planned use of the space does not comply with the terms as specified by the Library and agreed to by the exhibitor.