

DISPLAY CASES AND EXHIBITS POLICIES

Adopted by Cedar Mill Community Library Association Board of Directors on June 20, 1995; Revised March 16, 2004

Display cases and exhibit areas are used for library-sponsored displays but the displays may be solicited from individuals and groups outside the library.

Display cases/exhibits are scheduled in advance *for a 1- month period.*

Displays/exhibits shall be informational, educational, cultural or historical.

The library assumes no responsibility in the event of damage, destruction, or theft of a display.

Displays/exhibits are considered for presentation based on the following criteria:

1. Relevance to broad-based and diverse community needs and usefulness to a general audience.
2. Timeliness.
3. Originality of content or approach.
4. Relationship to library collections.

Exclusions for displays/exhibits include but are not limited to:

1. Available space. Exhibits must fit within display cases. Lobby display case is 45"x45" x8" The curved glass top cases in youth and adult have a usable interior space of 12" x 30" x 7"
2. Campaign materials of a partisan nature urging people to vote for or against a person or issue.
3. Advertising designed for individual or commercial profit or gain.

Use of any display/exhibit space may be denied or canceled if any library regulation or applicable law is violated.

The Executive Director resolves questions regarding interpretation of this policy.

CEDAR MILL COMMUNITY LIBRARY DISPLAY/EXHIBIT APPLICATION

Name
Exhibitor/Organization_____

Contact person _____
Address_____

Phone number _____
E mail_____

Name of exhibit or topic for display

Desired dates of exhibit/display

Brief description of display/exhibit

How is the display of interest to the Cedar Mill Community?

How does the display relate to library collections or services?

Will the display fit within the following cases?

___Lobby 45" x 45" x 8" ___Adult Reference 12"x30" x 7" _____Youth 12"x30"x7"

The Cedar Mill Community Library is not responsible for lost or damaged exhibit materials.

I have read and understand the display/exhibit policy.

_____.

(Signature & Date)

Approved by Library-Name /Date _____