

# **Displays and Handouts in the Library**

*Adopted January 11, 2024*

As an educational and cultural institution and as part of its public service, the library welcomes exhibits and displays of interest, information, and enlightenment to the community. The library provides information to the community through displays, handouts, announcements, and exhibits in designated areas.

## **1. Priority and Approval**

The library has first priority for all exhibit and display spaces. The Library Director or an appointed staff member shall approve all art displays. All art must be approved before it is displayed. Interpretation and execution of this policy is determined by the Library Director.

## **2. Eligibility and Space Availability**

Materials may be provided by the library or other non-profit organizations, community groups, individuals, educational institutions, or governmental agencies. Handouts provided by businesses, nonprofits, and charities may be considered. Exhibit and display space is available on an equitable basis, regardless of the beliefs or affiliations of groups requesting this service.

## **3. Discrimination Statement**

No outside organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters which advocate the election or defeat of a candidate for public office, which advocate an affirmative or negative vote for or against any proposition, political or otherwise. Shelby County Public Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## **4. Limitations**

The library reserves the right to limit the size and number of items, the schedule of any display, and the frequency with which the group or organization may have a display.

## **5. Endorsement**

Distribution or posting of materials by the library does not indicate the library's endorsement of the issue or events promoted by those materials.

## **6. Fees**

All exhibits and displays are voluntary and complimentary.

## 7. **Security and Liability**

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

## 8. **Sign-up procedure:**

- Display sign-up limited to a single use per calendar year.
- A display case may be reserved no more than 6 months in advance for this single use.
- If a display is not set up during the first 3 days of the month, the case may be forfeited.
- Displays must be removed from the case by the exhibitor by the last business day of the month, unless other arrangements are made in advance with the Library Staff.
- All displays need to be labeled in the display case with the name of the sponsor and enough information to clearly communicate the message of the display.
- The sponsor must sign an agreement in advance of installing a display.