

Approved 10/11/01

Revised 2015

## Exhibits and Display Cases Policy

### Emporia Public Library

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. Though the library may provide space for a display or exhibit, this does not indicate that the library endorses the position promoted by the exhibit or display.

- 1) Requests made by the public for library display/exhibit space may be granted for educational, artistic, civic, and cultural materials which are designed to promote interest in the use of books, other library materials, information services, and issues of community interest.
- 2) Displays will not include prices of objects. Contact information for the source may be made available to the public.
- 3) Requests shall be arranged by library staff.
- 4) The library reserves the right to limit the size, number of items, the schedule of any exhibit, the suitability, and the frequency with which the artist or organization may have a display.
- 5) A request for a display focusing on a public issue must indicate that all aspects of the issue will be presented in an equal manner.
- 6) A sign stating the sponsorship of the display will be included in all displays.

### Emporia Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Emporia Public Library for exhibit purposes only. In consideration for 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.

Description of materials loaned:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_