1303.00 Exhibits and Displays

1303.10 Mentor Public Library Displays

Mentor Public Library recognizes the significance of displays in enhancing the library experience for our community. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, the Library looks to establish connections between the diverse needs of our community, our vast collections, our digital services, and our programming.

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by employees throughout the library. Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Promotion of the diverse holdings of the Library's collections, resources, and services
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Support for Library events, programs, activities, and accomplishments
- Presentation quality
- Budget

The Library may partner with other community agencies, organizations, educational institutions or individuals to develop and present co-sponsored displays and exhibits.

Displays will appeal to a range of ages and interests and will cover a wide-ranging spectrum of viewpoints and information needs. Displays will not exclude topics, books, resources, or other material because they may be considered controversial. Displays do not imply endorsement of the content of the display or exhibit, and do not express the views of the library. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.

The Library welcomes expressions of opinion from patrons concerning library displays. If a patron questions a library display, they should first address the concern with a library staff member. Patrons who wish to continue their request for review of a library display may submit a Statement of Concern form and will be considered according to the Statement of Concern policy.

1303.20 Community Member Displays

Exhibit and display space is used primarily for the promotion of Library materials, programs, and services. When these spaces are not otherwise in use, the Library may provide, at its discretion and subject to the stipulations below, space for the display or exhibit of collections or materials which are of general interest to the public. Exhibit and display space is not intended to be a public forum. Preference for use of exhibit and display space shall always be given to the Library for its needs and purposes.

The Library will not act as an agent for the exhibitor. Exhibitors are encouraged to post statements about their work, but price tags or the posting of price lists are not permitted.

In general, the Library does not accept commercial displays for any group unless they have a special educational, informational, or cultural value to the community.

Only displays or exhibits promoting or showcasing educational, historical, charitable, cultural, or recreational information or opportunities will be permitted. A personal or private collection must be of interest and acceptable to the general public.

The following categories of materials will not be accepted for display:

- Advertisement of any active business or commercial venture;
- Items or services being offered for sale;
- Promotion of or opposition to current political officials, candidates, campaigns, parties, or issues;
- Promotion of or opposition to any labor organization;
- Promotion of alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service or activity;
- Items which are illegal, hazardous, dangerous, or harmful to the safety of persons and/or property; and
- Anything of a discriminatory, defamatory, harassing, graphic, vulgar, or obscene nature, or is otherwise inappropriate for public display.

The Library reserves the right to approve the display, content, and arrangement of all exhibits. Exhibitors shall ensure that the exhibit or display of materials is done in a safe manner that does not damage the property of the Library or any other person. The exhibitor may be held responsible for any damage caused to any property. The exhibitor is responsible for the creation, set up, and removal of the display in a timely manner.

Request for display space should be made to the Administrative Assistant at Main and to the Branch Manager at branch locations. Groups or individuals may reserve specific display areas up to twelve (12) months in advance but may not reserve the display area for more than one month at a time. Requests for space are filled on a first-come, first-served basis. Library use of display areas takes precedence.

The presence of a particular display in the Library does not indicate that the Library either advocates or endorses the viewpoints of exhibits or exhibitors.

The Library assumes no responsibility or liability for the preservation, protection, damage, or theft of any item exhibited or displayed. Items are placed on display in the Library at the owner's risk. By displaying an item, the exhibitor and owner (if different from exhibitor) of such material(s) agree that the Library shall not be liable for any harm, damage, or loss to such material(s).

The Library Director shall make the final determination as to whether materials comply with this policy. The Library reserves the right to cancel any exhibit or display or to limit the type or amount of materials to be displayed at its discretion at any time.

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Revised July 16, 2026

1303.30 Community Tables

Nonprofits (501c3), or Government agencies, located in the service area or providing services to the service area of the library may request to have a manned table set up inside the library for the purpose of providing information to patrons regarding resources available to members of the community.

The following guidelines will apply:

- The Library will decide on the date, time, and location of the table which will vary depending on the branch and current setup and activities at that location.
- A qualified agency may request a table no more than 3 times over a 6 month period. Each session will last no longer than 3 hours.
- The agency must staff the table during the allotted time.

Prohibited activities include:

- Advertisement of any active business or commercial venture;
- Items or services being offered for sale;
- Promotion of or opposition to current political officials, candidates, campaigns, parties, or issues;
- Promotion of or opposition to any labor organization;

- Promotion of alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity;
- Items which are illegal, hazardous, dangerous, or harmful to the safety of persons and/or property; and
- Anything of a discriminatory, defamatory, harassing, graphic, vulgar, or obscene nature, or is otherwise inappropriate for public display.
- Agency representatives may not wander the library and may not approach patrons about their services.

The presence of a particular agency in the Library does not indicate that the Library either advocates or endorses the viewpoints of that agency.

The Library reserves the right to approve the table display, content, and arrangement of all materials. Agencies shall ensure that the table or display of materials is done in a safe manner that does not damage the property of the Library or any other person. The agency may be held responsible for any damage caused to any property. The exhibitor is responsible for the creation, set up, and removal of the display table in a timely manner.

Adopted by the Board of Trustees July 16, 2025