

MENTOR PUBLIC LIBRARY
EXHIBITS AND DISPLAYS POLICY (1303.00)

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 current political officials, candidates, campaigns, parties, or issues;
- 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.

Approved by the Board of Trustees November 17, 2021, Resolution # 21-101

Mentor Public Library
Exhibit/Display Request and Waiver of Liability

Describe what will be displayed:

Date to be installed: _____ Removal Date: _____

Applicant Name: _____

Applicant Address: _____

Phone #: _____

Name of owner of materials to be displayed (if different from name above): _____

Phone # of owner (if different from above): _____

By signing this form, the undersigned applicant acknowledges receipt of the Library's Exhibits and Display policy and agrees to adhere to all policies and procedures. The Library assumes no responsibility or liability for the preservation, protection, theft, or damage of any item exhibited or displayed. Items are placed on display in the Library at the owner's risk. **By signing this form, the undersigned, for him/herself and on behalf of the owner of displayed items, releases the Library, its Board, employees, volunteers, and agents from all liability for any loss, damage, theft, or harm to any items displayed or property.**

Signature of applicant: _____

Date: _____