

APPLICATION FOR LIBRARY EXHIBIT/DISPLAY

(please print or type)

1. Name of organization and/or individual _____
Address _____ phone# _____
E-mail address _____
2. Dates desired _____ 3. Name of exhibit _____
4. Description _____ 5. List items on reverse
6. Does the library have your permission to disclose your phone number _____ yes _____ no

LIBRARY POLICY CONCERNING DISPLAYS, EXHIBITS, POSTERS, ETC.

The use by individuals or organizations of the Library's facilities for displays, posters or exhibits, other than those which pertain to the library, is subject to review by the Board of Trustees. The Board of Trustees, through the Library Director, may grant the privilege of placing exhibits, displays or posters in the library subject to the following conditions.

1. No poster, display, exhibit, pamphlet, brochure, leaflet or booklet shall be exhibited, displayed or placed in the library for distribution without approval from the Library Director. A Request to Post Materials on an Application for Library Exhibit/Display must be filed in advance.
2. All items exhibited or displayed may be reviewed by a library appointed committee before the scheduled event. Approval for an exhibit or display does not ensure that approval will be granted for every item in an exhibit/display. Slides or photographs of an artist's exhibit or display should be presented in advance of the show whenever possible.
3. An exhibit or display will include an individual's or group's name. Addresses and telephone numbers of individuals or groups may be made available to the public if permission has been granted by the artist. Exhibits and displays will not include prices of objects.
4. No outside organization or individual shall be permitted to place on library premises any box, receptacle or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise, nor shall any petition be displayed or circulated on library premises; however, posters announcing bazaars or programs sponsored by any local organization may be displayed provided there is room for such displays and they are of reasonable size. Such postings shall be on a "first-come, first-served" basis.
5. No organization or individual shall be permitted to display or exhibit any materials, leaflets or posters which advocated the election or defeat of a candidate for public office or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise.
6. The library assumes no responsibility for preservation, protection or possible damage or theft of any item displayed or exhibited. All items displayed or exhibited in the library area are placed at the owner's risk.
7. The library in no way endorses anything that is displayed, exhibited or posted. These items which are placed in the library are done so merely for the information and/or enjoyment of the public.
8. The library reserves the right to cancel an exhibit or display or remove posted material at any time.

*Adopted May 18, 1970 by the Board of Trustees of the Middle Country Public Library
Revised May 17, 1995 by the Board of Trustees of the Middle Country Public Library*

I have read and agree to the conditions state above. _____
Signature

For display cases only:

One Case _____ Two Cases _____

For office use only

Date _____ approved _____ disapproved _____

Date to set up _____ date to take out _____

Supervisor _____ Authorized Signature _____