

## **Royalton Hartland Community Library Display Case and Materials Display Policy**

### **DISPLAY CASE:**

As an educational, cultural, and civil institution, the Royalton Hartland Community Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Director shall accept or reject material offered for display based on its suitability and availability.

The Board of Trustees and employees assume no responsibility or liability for the preservation or protection of nor possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits is the glass display case located near the front entrance. The Director may allow displays in other areas of the library at his/her discretion.

Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the library's role as a source of community information, including, but not limited to:

- Partisan political material
- Petitions
- Solicitations
- Surveys
- Materials resulting in personal gain

Arrangements for purchasing display items must be between the owner and customer and made off Library property. The Library is not responsible for these transactions, including the transfer of money. The library does not require a commission from the sale of the owner's works. The library offers this service in support of local artists. Business cards may be left in a designated holder provided by the Library but no prices can be displayed in compliance with the Library policies.

Exhibits are scheduled for a pre-designated amount of time based on the schedule of the Library and as indicated on the application form.

### **MATERIAL DISPLAYS:**

Display space and placement of flyers, signs, brochures and/or newspapers in the Library is open to non-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities. The Library does not endorse or advocate the viewpoint or philosophy of displays, posted notices, and/or other materials placed in in the Library by these organizations.

Any notice to be considered for posting must first be submitted to the Library Director for approval. Notices posted without prior authorizations will be removed.

## ROYALTON HARTLAND COMMUNITY LIBRARY

### Application for Display Case and Exhibit

(Please print or type.)

Owner of display items: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email: \_\_\_\_\_

Number of items and type/description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Condition of items: \_\_\_\_\_

Name of person installing and removing the exhibit: \_\_\_\_\_

Dates of desired booking (If able, please provide a wide variety of date options)

Exhibit installation date: \_\_\_\_\_ Exhibit removal date: \_\_\_\_\_

\*Minimum display time is two-weeks. Maximum display time is one month.

I have read the Royalton Hartland Community Library Display Case Policy and understand the stipulations put forth for the use thereof.

Signature of owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Library Director: \_\_\_\_\_ Date \_\_\_\_\_