

# Spring Township Library Association

## EXHIBITS POLICY

Providing places for persons or organizations to share interests and ideas is an integral part of fulfilling the Library's mission to provide access to information to the people of Spring Township. The Library maintains exhibit areas as space allows. Exhibit spaces are reserved for Library use first.

Exhibit space is available on an equitable basis to governmental agencies and non-profit community organizations and individuals engaged in educational, cultural, intellectual, and charitable activities.

Exhibits may present a variety of viewpoints. In accepting materials for display, the Library does not endorse the content of the material or the organization submitting the material.

1. The Library reserves the right to cancel an exhibit if the space is needed for Library use.
2. The Library further reserves the right to remove items from display which are a risk to public health, safety, or welfare.
3. Exhibitors may not advertise materials and/or services for sale. Exhibits developed by the Library, the Friends of the Library and one of a kind works of art featured in gallery-type art presentations are exempted from this rule.
4. Exhibits may not promote any current or pending ballot measure or political candidates.
5. All exhibits and displays are offered to the Library on a voluntary, non-fee basis. Exhibitors who wish to sell their items for profit must pay a twenty percent commission of each sale to the Library.
6. The Library assumes no legal or financial responsibility for loss or damage to items loaned for display and exhibit.
7. The exhibit will include a clearly visible sign identifying the individual or group responsible for the exhibit.
8. Users assume responsibility for installing and removing the exhibit at the time and in the manner specified when they schedule the exhibit.
9. Users assume responsibility for any damage to Library property resulting from their use of Library facilities. The Library may assess charges for damage.

The Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making it available for the public.

\*Please sign if you agree with above stated items.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_