SOUTHWEST GEORGIA REGIONAL LIBRARY EXHIBITION/DISPLAY POLICY

The library welcomes the opportunity to allow community groups, organizations, and individuals to use designated display areas of the library. Space is provided to encourage displays of an educational, cultural, civic or recreational nature rather than for commercial or political purpose. Subjects for display in the library should be supportive of the information and materials available within the library and its branches and follow the Collection Development Policy guidelines for exhibits and complaints.

1. Exhibits are seen by anyone who enters the library. The materials must meet what is known as “standards acceptable to the community” which includes no pornography, obscenity, or materials harmful to minors. The library does not endorse or advocate viewpoints of organizations that exhibit or post materials.

2. The library is not responsible for any items/exhibits housed at the library. Library insurance does not cover exhibits. Transporting, housing, displaying, maintaining and storing are the responsibility of the exhibitor(s). No exhibit will be accepted that requires special attention, handling, or maintenance by staff.

3. All exhibits are treated with care and respect as a contribution to community culture and education. No person, group, or exhibit will be discriminated against because of race, sex, age, marital status, physical disability, political affiliation or religion. If applicable, exhibits in the meeting room may be occasionally closed for a meeting.

4. Upon registration to exhibit, the exhibitor must provide a sample of work or display to the Library Manager. In addition, the Library Manager must be allowed to view the display in its entirety prior to opening the display to the public. All art must be displayed in a proper manner and should be framed or matted. Putting up and taking down the display is the responsibility of the exhibitor(s). Any damage done to the building is the responsibility of the exhibitor. Displays are limited to a six (6) week maximum.

Exhibitor must read the policy in its entirety, agree to the terms, and sign the Exhibitor Form before scheduling an exhibit. A new Exhibit Form must be completed each time an exhibit is scheduled. This policy is an addition to any policy the building owner may have in place.
EXHIBIT FORM & RELEASE AGREEMENT

I HEREBY RELEASE SOUTHWEST GEORGIA REGIONAL LIBRARY OF RESPONSIBILITY FOR HARM, THEFT, OR LOSS OF THE MATERIALS PLACED IN THE LIBRARY FOR DISPLAY.

________________________________________
SIGNATURE

________________________________________
DATE

________________________________________
BUSINESS, ORGANIZATION OR INDIVIDUAL

________________________________________
DISPLAY DATES

Approved at SWGRL Board Meeting 3/8/89
Updated 2/15/18 and approved by the SWGRL Board on 4/18/18

word/policies/libraryexhibitiondisplaypolicy POL.89-5