



George H. & Ella M.

Rodgers Memorial Library

INSPIRING IDEAS

Policy Number: 20

Policy Subject: Exhibits and Displays

Adopted By: Library Board of Trustees	Revision Number: 1
Approval Date: October 20, 2021	Revision Date: October 20, 2021

1. Policy:

As an educational and cultural institution, the George H. & Ella M. Rodgers Memorial Library, hereinafter RML, welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, collectibles, art or any other material deemed of general interest may be exhibited. RML's use of exhibit and display areas takes precedence in scheduling. RML shall accept or reject material offered for display based on its suitability and availability of display space. Exhibits are offered as a community service and do not carry the endorsement of RML.

2. Procedure:

- Individuals or organizations wishing to display or exhibit at RML must complete the Request to Exhibit at RML form and submit a sample of the proposed materials being exhibited. See Forms section of this manual.
- All proposed exhibits and displays must be approved by Library Director or designee and all paperwork must be completed prior to approving request.
- All publicity material relating to exhibits shall be submitted for prior approval by the Library Director.
- Exhibits must contribute to and not detract from the general appearance of RML or cause disruption of the regular flow of library work and services.
- The Library Director is authorized to make exceptions regarding the sale of items being displayed on RML property. Such exceptions would include discussions about donating a portion of the proceeds to RML or The Friends of the Library of Hudson, New Hampshire to benefit the support of RML services.

Booking

- Requests for exhibit space may be made through the Adult Services Librarian.
- Requests to exhibit in the Children's Room may be made through the Youth Services Librarian. The final decision as to what can or will be displayed is made at the discretion of the Library Director or designee.
- Typically, the library schedules exhibits for one month at a time. This may be extended at the discretion of the Library Director or designee and with the agreement of the Artist. On occasion, an artist or group may be invited to exhibit in order to fill a gap in the calendar.