



Display Case and Bulletin Board Policy

Date Adopted: September 17, 2013

Dates Amended: November 21, 2024

PURPOSE

As part of its mission to enrich lives, it is the policy of the Gardiner Library to provide space for exhibits and displays from the Library's collection or other local community agencies or individuals.

DISPLAY CASE

Displays of interest and timeliness to the Library and the local community are welcomed and will be accepted subject to the following considerations:

- Library-sponsored displays will have priority in use of the display case.
- Community use of the display case will be assigned on a first come-first served basis to groups primarily serving the needs of the Gardiner community such as: civic groups, cultural/arts organizations, and service and social welfare organizations.
- Organizations/persons must complete the Display Case Use Agreement form before an exhibit is placed in the display case. A removal date for the display will be established when the agreement is signed.
- All displays must be approved in advance of the date the display will be presented.
- Approval is given for displays to non-profit groups and persons in the Gardiner Library's service area. Commercial advertising or "intent to sell" is prohibited. Displays that promote any one commercial, political, or religious viewpoint, or any viewpoint or event that serves to exclude anyone will not be accepted.
- The Library Director, representing the Library Board of Trustees, makes the decision on the appropriateness and/or scheduling of any/all displays.
- Materials and objects displayed are limited to the space available inside the locked display case. Tape, tacks, nails or any adhesives should not be used inside the display case.



- The display is to be arranged by the artist or organization with minimal assistance from the Library staff. The removal of the display is the responsibility of the displayer.
- Displays should ideally consist of original artwork, collections, crafts having a visual appeal, notices of importance to the Library community, and items of local historical importance.
- The Library reserves the right to reschedule or cancel a display. Preference may be given to exhibits of seasonal interest requiring certain months of the year for display, or to craft groups or class displays in which the work of several artists may be exhibited in a single display.
- Set-up and removal times are scheduled so as not to conflict with Library events and programs taking place in the Library.
- The Library reserves the right to add materials to enhance displays, when deemed needed (e.g., books, pictures, works of art).
- The Library cannot accept responsibility or liability for the displays. The attached form releases the Library from any claims due to damage or loss, or any costs that might be involved or incurred.
- Acceptance of an exhibit does not imply Library endorsement.
- The Library encourages children to submit applications for displays.

EXCLUSIONS

- The display case cannot be used for non-Library sponsored fundraising.

SAFETY

- The Library will take every precaution to safeguard the display exhibited by keeping the display cases locked. However, the Library assumes no liability for the damage to display items.

OTHER FACTORS

- The internal dimensions of the display case are: 14" H x 72" L x 36" W.

BULLETIN BOARDS

- In accordance with Library policy, the Gardiner Library will have at least one general purpose bulletin board, located adjacent to the main traffic area of the building.



- The purpose of the bulletin board is to post information on Library-sponsored events and announcements placed by Gardiner residents or organizations that highlight events/information of general interest.
- Persons placing information on the bulletin board should show courtesy towards other users of the Bulletin board by limiting amount of space used.
- Printed materials placed on the bulletin board will be removed by Library staff after the event promoted has taken place.
- No announcements will be permitted that advertise sale events, for-profit businesses, religious materials, and/or partisan political material.
- No announcements will be permitted that promote events that exclude any persons or are discriminatory in any way.
- The Library Director, as representative of the Library Board of Trustees, will make decisions on materials placed on the bulletin board.



DISPLAY CASE USE AGREEMENT

I, the Undersigned, a representative of the following organization:

Leave the following display:

in the display case of the Gardiner Library for the benefit of the Gardiner community. Although the Library Staff will provide supervision, I understand that the Gardiner Library does not accept responsibility for loss, damage, or any other related costs. By signing this Agreement, I release the Gardiner Library from any and all liability.

Date display will be removed (to be filled out by Library Director):

Signature:

Name:

Library Director signature:

Date:
