

Policy 414

Subject: Displays/Exhibits

Reviewed 9/17/2019

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Approved: 10/11/2019

The AHPL offers its main display cases, located in the lobby of the Library, to non-profit groups and individuals for the display of civic, cultural, educational, and public information exhibits. There is no fee for the display of materials in the display cases. The display case is divided into four equal sections (13”D, 45” W, and 38” H). Use of the display case is subject to the following rules and regulations:

- An Exhibit and Display Application and Release Form must be completed and signed prior to any use of the display case.
- An application can be submitted once a year.
- The exhibitor will agree to hold harmless AHPL for any damage or loss to their items.
- Sale of display or exhibit items is prohibited on library property.
- Exhibitors cannot include pricing with displays or exhibits, but can supply business cards so interested parties can contact them directly.
- Determination of the appropriateness of the display or material is solely the decision of the Library Director or delegated representative.
- A sign explaining the display should be included, in a font large enough to be read.
- Library staff will contact the applicant to determine convenient installation and removal times.
- No display materials may be stored at the Library in preparation for the setting up or removal of a display.
- Set up and removal must be done in a timely manner as deemed by the Library Director or designee.
- Displays last for one calendar month and display placement may not interfere with normal Library operations.
- Display items may not be moved or rearranged, without approval of the Library Director or his/her designee.
- The display must appear as described in the approved application.
- Display cases will be locked.
- No hardware, equipment, or objects are allowed in display or setup of display that may result in damage to any of the display case. If such damage occurs, the group or individual responsible for the display will be held responsible. The display case must be restored to its original condition.

- A short description (with or without photographs) of the display may be included by the Library on our website, newsletter, e-news, local newspapers or community newsletters, at the Library's discretion.
- The Library reserves the right to cancel any scheduled display.
- If an organization is denied the use of the display case, it can appeal to the Library Director at the next regularly scheduled monthly meeting.

The display cases may not be used for:

- ✓ Promotion or representation of partisan or individual candidates' political meetings or events.
- ✓ Promotion or representation of specific religious or philosophical/motivation groups.
- ✓ Promotion or representation of personal or family interests.
- ✓ Promotion or representation of a for-profit business.
- ✓ Displays of a polemic or discriminatory nature.
- ✓ Display of material which is obscene, defamatory, invades a particular person's privacy or incites violence.
- ✓ Promotion or representation of any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and performance laws.

Disclaimer: Contents of displays/exhibits are not meant to reflect the views of the Library or its staff.