



Exhibits and Displays Policy

This policy is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries).

Buffalo & Erie County Public Library (B&ECPL) display cases and exhibit space are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate B&ECPL endorsement of the ideas, issues or events promoted by those exhibits or displays.

1. Potential exhibitors must complete the [Exhibits and Displays Application and Release Form](#) a minimum of 21 days in advance for consideration by B&ECPL management. No installations are permitted without authorization of B&ECPL management.
2. B&ECPL reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the B&ECPL Rules of Conduct.
3. The duration of any approved exhibit/display is subject to the discretion of B&ECPL management. The needs of the library take precedence over those of exhibitors. Should the B&ECPL require a display case or exhibit space for its own use, the B&ECPL reserves the right to pre-empt such space upon written notice to the exhibitor.
4. The sponsor/exhibitor must supply information for a standard display card that will be produced by the B&ECPL. Information is to include the name and contact information of the sponsoring agency and/or its authorized representative and the title of the exhibit/display.
5. In fairness to numerous community groups, the B&ECPL may limit the frequency with which exhibits/displays may be mounted by the same organization.
6. Exhibits/displays that are not removed on or prior to the date established by B&ECPL management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.
7. Exhibits/displays must be installation-ready. Installation and removal of the exhibit/display will be under the guidance of B&ECPL personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the exhibitor.

8. Exhibits/displays should be appropriate in scale, material and form for the library environment.
9. Neither the B&ECPL nor the B&ECPL Board of Trustees accepts responsibility for loss or damage to any exhibit/display.
10. Exhibit/display space may not be used for commercial purposes.
11. Permission to mount an exhibit/display is based on the provisions of B&ECPL policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with B&ECPL policies may result in denial of exhibit/display privileges.
12. Requests pertaining to permanent exhibits/displays are evaluated on a case-by-case basis by the director or their designee and must follow the provisions of the Buffalo & Erie County Public Library's [Special Collections Development Policy](#) and/or the [Gift and Donor Recognition Policy](#).

Adopted May 18, 2006.

Amended December 19, 2013, per Res. 2013-45.

Amended July 20, 2017 per Res. 2017-29.

Reviewed by Policy Committee November 18, 2021 – no changes.

Amended September 15, 2022.