

Exhibits and Displays Policy

This policy is for application to Boston Free Library.

Boston Free Library (Library) 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 Boston Free Library's endorsement of the ideas, issues or events promoted by those exhibits or displays.

1. No installations are permitted without authorization of Library's management.
2. The Library reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the Library's Rules of Conduct.
3. The duration of any approved exhibit/display is subject to the discretion of the Library's management. The needs of the library take precedence over those of exhibitors. Should the Library require a display case or exhibit space for its own use, the Library reserves the right to pre-empt such space upon written notice to the exhibitor.
4. In fairness to numerous community groups, the Library may limit the frequency with which exhibits/displays may be mounted by the same organization.
5. Exhibits/displays that are not removed on or prior to the date established by Library management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.
6. Exhibits/displays must be installation-ready. Installation and removal of the exhibit/display will be under the guidance of Library 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, form and content for the library environment.
9. Neither the Library nor the Boston Free Library Association 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 Library policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with Library 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 Boston Free Library's Gift and Donor Recognition Policy.

Adopted September 5, 2017

Pending - Amendment on December 6, 2022 per Res 2022-03