Buffalo & Erie County Public LIBRARY

Clarence Public Library Display Case and Exhibit Policy

Clarence Public Library display cases/spaces 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 Clarence Public Library endorsement of the ideas, issues or events promoted by those exhibits or displays.

1. Potential exhibitors must contact the Library Director or designee and complete the Display Case and Exhibit Application and Release Form a minimum of 14 days in advance for consideration to use the Clarence Public Library display cases or exhibit spaces. No installations are permitted without authorization by the Clarence Public Library Director or designee.
2. Clarence Public 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 Clarence Public Library Rules of Conduct.
3. The duration of any approved display/exhibit is subject to the discretion of Clarence Public Library Director or designee. The needs of the library take precedence over those of exhibitors. Should the Clarence Public Library require a display or exhibit space for its own use, the Clarence Public Library 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 may be produced by the Clarence Public Library. Information is to include the name and contact information of the sponsoring agency and/or its authorized representative and the title of the display/exhibit.
5. In fairness to numerous community groups, the Clarence Public Library may limit the frequency with which displays/exhibits may be mounted by the same organization.
6. Displays/exhibits that are not removed on or prior to the date established by Clarence Public Library 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 Clarence Public 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 Clarence Public Library nor the Clarence Public Library Board of Trustees accepts responsibility for loss or damage to any exhibit/display.
10. Exhibit/display space may not be used for commercial or profit-making purposes and the Clarence Public Library will not allow notices soliciting funds for an organization or recruiting members to an organization outside the Clarence Public Library.
11. Permission to mount an exhibit/display is based on the provisions of Clarence Public Library policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with Clarence Public 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 Clarence Public Library Gift and Donor Recognition Policy.

Adopted by the Clarence Public Library Board of Trustees, January 28, 2019; Amended November 23, 2026

CLARENCE PUBLIC LIBRARY
THREE TOWN PLACE ♦ CLARENCE, NEW YORK 14031 ♦ (716) 741-2650 ♦ FAX (716) 741-1243
www.BuffaloLib.org

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Display Case and Exhibit Application and Release Form

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I agree that I have read and will abide by the rules of the Clarence Public Library Display Case and Exhibits Policy. I hereby release, indemnify and hold harmless the Clarence Public Library and the Clarence Public Library Board of Trustees from any claim, suit, or loss related to this exhibit/display.

Print Name: _____

Signature: _____

Organization Name: _____

Org. Address: _____

City: _____ State: _____ Zip: _____

Date: _____

Phone # Day: _____ Evening: _____

E-mail Address: _____

Description and Title of the Exhibit / Display: _____

_____

Exhibit/Display Format: circle all that apply

Objects/Artifacts	Maps
Framed artwork	Prints
Photos	Other: _____

Dimensions of Display Cases in foyer: 5 SECTIONS, each is 45″ high x 39″ wide x 13″ deep. Each case is kept locked for security.

SECTIONS: Sections are numbers 1 to 5 (left to right)

SHELVES: 3 glass shelves in each section. Please ask library staff to adjust or remove shelves if necessary.

Dimensions of Small Display case in library: 40″ wide x 22″ deep x 14 ½″ high. The case stands 39″ tall.

This portion to be completed by Library Director or designee

Exhibit Space Location

Display case in foyer (Sections: 2, 3, 4, 5)

Small Display case in library

Freestanding panel in library

On easel in libary

Approval By: _____

Date of Approval: _____

The signed original form should be kept with the library. A copy of the signed form should go to exhibitor.

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