

## Exhibits and Displays Policy

*The Aurora Town Public Library (ATPL) display case 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 ATPL 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 7 days in advance for consideration by ATPL management. No installations are permitted without authorization of ATPL management.
2. ATPL reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the ATPL Rules of Conduct.
3. The duration of any approved exhibit/display is subject to the discretion of ATPL management. The needs of the library take precedence over those of exhibitors. Should the ATPL require a display case or exhibit space for its own use, the ATPL 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 ATPL. 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 ATPL 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 ATPL 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 ATPL 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 ATPL nor the ATPL 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 ATPL policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with ATPL policies may result in denial of exhibit/display privileges.



## Exhibits and Displays Application and Release Form

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***I agree that I have read and will abide by the rules of the Aurora Town Public Library Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the ATPL and the ATPL 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: \_\_\_\_\_

Number of Items to be Displayed: \_\_\_\_\_

Exhibit/Display Format: circle all that apply

- |                |                                  |
|----------------|----------------------------------|
| Tabletop       | Freestanding panels              |
| On easels      | Separate 3 - dimensional objects |
| Framed artwork | Prints                           |
| Photos         | Other: _____                     |

Library Name: \_\_\_\_\_

Location in the Library: \_\_\_\_\_

Exhibit Set Up Date: \_\_\_\_\_ Exhibit Take Down Date: \_\_\_\_\_

Approval By: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Library Phone #: 652-4440

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

Adopted by Aurora Town Public Library Board March 27, 2012. Revised Sept. 26, 2017.  
Confirmed Oct. 24, 2017.