

Elma Public Library Display Case Policy

The Elma Public Library display case is intended for displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of displays does not indicate Library endorsement of the ideas, issues or events promoted by those displays.

1. Potential exhibitors must complete the Display Case Application a minimum of 14 days in advance for consideration by the Library Director. No installations are permitted without authorization by the Library Director.
2. The Elma 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 Elma Public Library Rules of Conduct.
3. The duration of any approved display is subject to the discretion of the Library Director. The needs of the library take precedence over those of exhibitors. Should the Elma Public Library require a display case for its own use, the Elma Public Library reserves the right to pre-empt such space upon notification via phone or email to the exhibitor.
4. In fairness to numerous community groups, the Elma Public Library may limit the frequency with which displays may be used by the same organization.
5. Exhibitors are responsible for removing their display by the end date listed on the Display Case Application.
6. Neither the Elma Public Library nor the Elma Public Library Board of Trustees accepts responsibility for loss or damage to any display.
7. Display space may not be used for commercial purposes.
8. Permission to use a display is based on the provisions of the Elma Public Library policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those displays. Failure to comply with Elma Public Library and B&ECPL policies may result in denial of display privileges.

Adopted: 3/8/2022

Elma Public Library Display Application & Release Form

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The case is kept locked for security. Please ask library staff to adjust or remove shelves if necessary.

Description of display and theme:

Organization: _____

Contact person: _____ Phone: _____

Email: _____

Display Dates: _____

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

Print Name: _____

Signature: _____

Approval By: _____

Date of Approval: _____