Grand Island Memorial Library

Display Policy

1. The displays presented in the library are to be of an educational, cultural, commemorative or public service nature. The display cases are not to be used for advertising, political or commercial purposes.

2. Identification of the sponsor or provider shall be included in the display on a card or sign no larger than 3”x5”.

3. Topics are to be appropriate to the audience, taking into consideration the ages and diversity of the likely viewers.

4. Neither the Library Board of Trustees nor the staff shall be held responsible for any loss or damage to items used for display while on the Library premises.

5. Displays may be installed upon receipt of approval of the Director. The Library staff will not be responsible for the installation.

6. Individuals or groups using the Library’s display case must sign a release form.

7. The Library does not necessarily advocate or endorse the viewpoints of parties permitted to utilize display cases or exhibit space.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted Grand Island Memorial Library Board of Trustees 5/3/90
Revised 5/19/94
Revised 12/2/30
Revised 7/19/07
Revised and updated release form approved 9/6/18
Exhibits and Displays Application and Release Form

The Grand Island Memorial Library (GIML) display cases and exhibit 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 Library endorsement of the ideas, issues or events promoted by those exhibits or displays.

I agree that I have read and will abide by the rules of the Grand Island Memorial Library Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the GIML and GIML 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: ________________________ Library Phone #:_______________
Date of Approval: ____________________________

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