

# **Grand Island Memorial Library**

## **Exhibit and Display Policy**

1. The exhibits and displays presented in the library are to be of an educational, cultural, commemorative or public service nature. The display cases and exhibit spaces are not to be used for advertising, political or commercial purposes.
2. Identification of the sponsor or provider shall be included in the exhibit/display on a card or sign no larger than 8.5"x11".
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 exhibit/display while on the Library premises.
5. Exhibits/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 or exhibit spaces must sign a release form.  
(copy of form is attached)
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

Revised 1/12/23



**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*