



## **Exhibits and Displays Policy**

*This policy is for application to the Lackawanna Library.*

*Lackawanna Library display cases 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 LACKAWANNA LIBRARY 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 21 days in advance for consideration by LACKAWANNA LIBRARY management. No installations are permitted without authorization of LACKAWANNA LIBRARY management.
2. LACKAWANNA 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 LACKAWANNA LIBRARY Rules of Conduct.
3. The duration of any approved exhibit/display is subject to the discretion of LACKAWANNA LIBRARY management. The needs of the library take precedence over those of exhibitors. Should the LACKAWANNA LIBRARY require a display case or exhibit space for its own use, the LACKAWANNA 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 will be produced by the LACKAWANNA LIBRARY. 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 LACKAWANNA LIBRARY 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 LACKAWANNA 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 LACKAWANNA 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 LACKAWANNA LIBRARY nor the LACKAWANNA LIBRARY 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 LACKAWANNA LIBRARY policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with LACKAWANNA LIBRARY policies may result in denial of exhibit/display privileges.

Adopted by the Lackawanna Library July 20, 2017.  
Amended October 21, 2020