



Lancaster Public Library

Exhibits and Displays Policy

The Lancaster Public Library (LPL) display cases and exhibit spaces are intended for exhibits and displays relating 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 LPL 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 LPL management. No installations are permitted without authorization of LPL management.
2. LPL reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the LPL Rules of Conduct.
3. The duration of any approved exhibit/display is subject to the discretion of LPL management. The needs of the library take precedence over those of exhibitors. Should the LPL require a display case or exhibit space for its own use, the LPL 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 LPL. 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 LPL 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 LPL management will be removed by the library.



7. Exhibits/ displays must be installation-ready. Installation and removal of the exhibit/ display will be under the guidance of LPL personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the exhibitor.
8. Neither the LPL nor the LPL Board of Trustees accepts responsibility for loss or damage to any exhibit/ display.
9. Exhibit/ display space may not be used for commercial or campaign/ political purposes.
10. Permission to mount a display is based on the provisions of LPL policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/ displays. Failure to comply with LPL policies may result in denial of exhibit/ display privileges.

Adopted by the Lancaster Public Library Board of Trustees at a public meeting in January 1990.

Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on June 13, 2019.

Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on January 12, 2023.

Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on March 12, 2026.



Exhibits and Displays Application and Release Form

I agree that I have read and will abide by the rules of the Lancaster Public Library (LPL) Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the LPL and the LPL Board of Trustees from any claim, suit, or loss related to this exhibit/display.

Print Name: _____

Signature: _____

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip Code: _____

Date: _____

Phone: _____

Email: _____

Title and Description of the Exhibit/Display: _____

Requested Set up Date: _____

Requested Take down Date: _____

STAFF ONLY

Approval by: _____

Date of Approval: _____

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