



## ORCHARD PARK PUBLIC LIBRARY

### **Exhibits and Displays Policy**

Orchard Park Public Library display 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 exhibitor displays does not indicate Orchard Park Public Library endorsement of the ideas, issues or events promoted by those exhibits or displays.

#### **Guidelines for Exhibits and Displays:**

1. Potential exhibitors must complete the Exhibits and Displays Application and Release Form a minimum of 21 days in advance for consideration by the Library Director or library designee. No installations are permitted without authorization of Library management.
2. Orchard Park 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 Orchard Park 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 Orchard Park Public Library require a display or exhibit space for its own use, the Orchard Park Public Library reserves the right to pre-empt such space upon notification to the exhibitor.
4. In fairness to numerous community groups, the Orchard Park Public Library may limit the frequency with which exhibits/displays may be mounted by the same organization.
5. Exhibits/displays must be installation ready. Installation and removal of the exhibit/display will be under the guidance of Orchard Park Public Library personnel. Expenses incurred for insurance, installation, materials, mounting removal or security are the sole responsibility of the exhibitor.
6. Exhibits/displays that are not removed on or prior to the date established by Orchard Park Public Library personnel will be removed by the Library. Any expense for such removal becomes the responsibility of the exhibitor.
7. Exhibits/displays should be appropriate in scale, material, form and content for the library environment.
8. Neither the Orchard Park Public Library nor the Orchard Park Public Library Board of Trustees accepts responsibility for loss or damage to any display.
9. Display space may not be used for commercial or political purposes.
10. Permission to use exhibit/display space is based on the provisions of Orchard Park Public Library policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with Orchard Park Public Library policies may result in denial of exhibit/display privileges.



ORCHARD PARK PUBLIC LIBRARY

S-4570 S. Buffalo Street

Orchard Park, New York 14127-2989

Phone: (716) 662-9851 FAX: (716) 667-3098 email: [opk@buffalolib.org](mailto:opk@buffalolib.org)

Exhibits and Displays Reservation

DESCRIPTION OF EXHIBIT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXHIBIT PERIOD (indicate the month and year requested, include set-up and take down) \_\_\_\_\_

*Exhibitors are responsible for installing exhibits on the first day of approved exhibit period and dismantling on the last day of the approved exhibit period. If the library must dismantle the exhibit because it is not removed as scheduled, the library is not responsible for damages or storing the exhibited items.*

*I, undersigned, acknowledge that I have read and will abide by the rules of the Orchard Park Public Library Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the Orchard Park Public Library and its Board of Trustees from any claim, suit or loss related to this exhibit/display.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Glass Display Case
- Wall Quilt Hanging
- Other (briefly describe the nature of your exhibit)

\_\_\_\_\_

\_\_\_\_\_

NAME/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE/EMAIL \_\_\_\_\_

Adopted 7/19/2022