



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

DISPLAY AND EXHIBITS POLICY

The library welcomes exhibits and displays of interest, information and enlightenment to the community. The library provides information to the community through displays, handouts, announcements, and exhibits in designated areas.

1. Priority and Approval

The library has first priority for all exhibit and display space for library purposes. Approval for all exhibits and displays rests with the library Director or an appointed staff member. Unapproved materials will be disposed of at the library's discretion. Interpretation of this policy rests with the library Director.

2. Eligibility and Space Availability

Materials may be provided by the library or other non-profit organizations, community groups, individuals, educational institutions or governmental agencies. Handouts provided by businesses may be considered if they inform and benefit the community. Exhibit and display space is available on an equitable basis, regardless of the beliefs or affiliations of groups requesting this service.

The library reserves the display case across from the main circulation desk for use by non-profit organizations. All other display cases are for use by the library, but may be used by non-profit organizations when not needed for library displays. Brochures and handouts are limited to the holders in the upper and lower level lobbies. Flyers are limited to the bulletin board near the main circulation desk. Non-library flyers or other materials are not to be posted on the library windows.

3. Limitations

The library reserves the right to limit the size and number of items, the schedule of any display, and the frequency with which the group or organization may have a display.

4. Endorsement

Distribution or posting of materials in the library does not necessarily indicate the library's endorsement of the issue or events promoted by those materials.

5. Fees

All exhibits are offered to the library on a voluntary, non-fee basis.

6. Security and Liability

The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.