

**Montgomery County Memorial Library System
Policy Manual**

**Group Services
GRP- 2 Exhibits and Display Policy**

I. POLICY STATEMENT

Montgomery County Memorial Library System welcomes exhibits and displays. They are a means through which the public can share visual experiences, appreciate special interests and exchange information. The purpose of this policy is to provide fair and consistent standards for the use of display areas in the Library, thus ensuring use of these spaces in a manner that is consistent with the Library's other service objectives.

II. REGULATIONS

In this policy, **Exhibits** and **Displays** are uniformly defined as presentations of artwork, artifacts, documents, photographs and ephemera made available for public viewing in the Library. Each library location has unique spaces dedicated for this purpose. For the purpose of this policy, "display" refers to both displays and exhibits.

1. Priority use of display spaces will be given to Library-related and Library-sponsored programs and services.
2. When not being used to promote Library-related programs or services, display spaces are available to community members engaged in educational, cultural or intellectual activities. All displays from community members must be in accordance with the regulations outlined below.
3. A signed, complete **Display Application** must be filled out prior to display request approval.
4. Only display areas listed on the **Display Application** are available for use by the public. No displays may be mounted by the public outside of display areas specified by the Library.
5. Applications may be submitted to the desired Library location in person, by fax, email or mail.
6. Display space may be reserved in one month increments only. Any modification of the display period or reservation time is solely at the discretion of the Library staff.
7. More than one designated display area may be used at a time, depending on availability at the time of the request. The Library

- reserves the right to designate and limit space, size, and location of public displays or displays.
8. Groups or individuals may reserve display space for up to two months per calendar year, whether consecutive or not.
 9. Reservations for displays by outside organizations can be made up to six months in advance on a first-come, first-served basis. Library staff may schedule displays up to one year in advance.
 10. Space is provided on an equitable basis for displays that meet the following guidelines: displays must be of an educational, cultural or intellectual nature, and do not advertise commercial enterprises, or serve specific candidates' campaigns or parties. All materials must be pre-approved by a designated Library staff member.
 11. Preferences for art exhibitions are given to group organizations featuring multiple artists. Individual fine artist exhibits are considered entrepreneurial and not appropriate for library display use.
 12. The Library will not act as an agent for the owner of the materials on display. Owners are encouraged to post statements about their work, but price tags or the posting of price lists are not permitted. The inclusion of the words "for sale" is prohibited, even where there are no prices listed.
 13. Final approval for the mounting of any display rests solely with the designated library representative.
 14. Montgomery County and the Montgomery County Memorial Library System will not be responsible for any damage or theft that may occur during transport, setup, and duration of the display or removal of a display.
 15. Damage to the premises, equipment, or furnishings as a result of displayed materials will be charged to the individual or group responsible. The display Owner or organization and its members, jointly and separately, assume and shall bear full responsibility for loss of, or injury or damage to, any property of MCMLS as shall be caused or inflicted by the individual or organization.
 16. Insurance covering the value of the display will be the responsibility of the Owner, and irreplaceable items or items of great value should not be included in a display.
 17. The Library Director reserves the right to cancel any display should conditions or situations warrant such action.

III. PROCEDURES

1. All library locations will designate one Library staff member to coordinate exhibits and displays. This person shall be referred to as the "Display Coordinator."

2. All other staff members should direct display inquiries to the Display Coordinator assigned at each location.
3. In the absence of the Display Coordinator, other Library staff members may provide access to locked display cases for set-up or removal of display materials, as communicated by the Display Coordinator on the monthly **Display Schedule**.
4. All display Owners must **show ID** and sign the **Display Schedule** upon removal of display materials, and they must be listed as an authorized individual for pick-up and removal of display items on the **Display Application**.

A. Application and Review

1. Persons interested in using a display space at the Montgomery County Memorial Library System must first fill out a **Display Application**, included with this policy, which can be picked up at any library location or printed from the MCMLS website.
2. Displays will be approved for a prescribed time, with the understanding that the Owner is responsible for coordinating installation and removal.
3. Available display space should be taken into consideration when applying. Displays must conform to the space restrictions of the assigned areas and be securely affixed to display surfaces without damaging library property. Interested persons may schedule an appointment to view the display spaces prior to submitting an application.
4. The Display Coordinator at each branch will schedule and supervise all displays. Library sponsored displays have priority.

B. Installation and Removal

1. Responsibility for setting up and dismantling displays lies with the Owner. The owner will supply all tools and other materials needed for the display.
2. Owners are asked to be respectful of the multipurpose community use of the Library; thus conversations and noise should be kept to a minimum. Displays must be installed in a timely fashion as to not disrupt regular library usage. Entrances and aisles may not be obstructed.
3. Owners may not move any existing display or library materials during the installation of their display unless permission to do so is granted by the Display Coordinator.
4. Groups and individuals using the display areas are responsible for basic clean up and return of the space to good order.

5. Display owners should visit the Library display space periodically during the time their material is on display to assure that no portion has become unkempt.
6. Each Owner will supply and display descriptive information regarding the purpose, title, and ownership of the display.
7. All displays shall be set up and removed on the assigned dates under the supervision of Library staff.
8. The Library does not have space for storage of display materials in the library building; therefore, owners are asked to deliver and pick up display items on the dates established in advance.
9. If a display is not picked up in a timely manner and access to the case is needed, then a Library staff member, preferably the Display Coordinator, should remove the display items and put them in a secure location. The display Owner should be contacted for immediate pick up. A warning should be issued to the Owner that future neglect may result in the loss of future display privileges. Pursuant to the Lost Items Procedures CIRC-7 , items left for more than 30 days will become property of the County.

III. GUIDELINES

1. Displays are accepted at the sole discretion of the Display Coordinator in consultation with appropriate staff members. Display proposals will be reviewed for their educational and cultural value, including their value in promoting use of the Library.
2. The Library has the right to review the materials before the display is set up. The Library will not accept displays, posters, etc. which are judged illegal, offensive or inappropriate for a public library setting. Displays that promote discrimination against persons or groups will be refused.
3. Displays will be accepted as long as they do not interfere with the daily conduct of library business and it is made clear that the Library does not endorse their contents or points of view. Displays will be approved and scheduled as space permits. The sponsoring group or individual is responsible for creating the display, setting it up on schedule, and removing it before the next scheduled display.
4. Questions or issues regarding displays by an outside organization or individual should be discussed with the Branch Manager or Library Director.