

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

DISPLAY POLICY

PURPOSE

The Garfield County Public Library District provides space for displays and exhibits which are consistent with the Library's mission, programs and services and which contribute positively to the Library's environment.

POLICY

1. All exhibits and displays are to be approved by appropriate Library staff prior to set-up. Staff will require all individuals or organizations using the Library's exhibit/display space to sign the Library's waiver form.
2. Exhibits and displays are presented on an equitable basis, regardless of beliefs or affiliations of individual or groups requesting space.
3. Religious and political exhibits and displays are permissible for informational purposes. Religious and political displays which proselytize or advocate a single point of view, candidate or political party shall not be permitted.
4. Exhibits and displays may not involve the sale, advertisement, solicitation or promotion of commercial products. This provision excludes sponsored exhibits, approved art exhibits, exhibits primarily informational in content, or exhibits containing advertising involving a variety of beneficiaries. The Branch Manager shall determine whether exhibits qualify under this policy.
5. The Branch Manager is authorized to make exceptions for sale of the art display items where a portion of the proceeds is donated to the Library, the Friends of the Library or the Garfield Library System Foundation, or for sale of items displayed by program performers.
6. The library is not responsible for any items that are lost, damaged or stolen while on exhibit or display.
7. The library is not responsible for returning materials. Display items must be picked up by the date indicated on the Release. Unless the material is picked up by the date indicated on the Release, exhibits/displays may be discarded.
8. The presentation of any display or exhibit does not imply an endorsement of the content by the Garfield County Public Library District, its Trustees or staff.

Reviewed by District Attorney December 27, 2006

Approved by the Board of Trustees January 4, 2007

DISPLAY AND EXHIBIT RELEASE

By signing this release form, customers who have items which have been accepted by the Library for display purposes recognize and agree that the Garfield County Public Library District will not be held responsible for damage to, or theft of loss of those items. The owner is solely responsible for the item/s safety. No insurance or other extraordinary measures will be taken by the Library District Board of Trustees to protect such item/s. Customers wishing to loan items to the library for display or exhibit will be required to sign this release, freeing the Board of Trustees from any and all responsibility for the item/s. No items for display or exhibit will be accepted by the Library unless this release is signed.

I, _____, have read and accept the conditions as described above, and the Garfield County Public Library District Display Policy and agree to provide the items for display as described below from ____/____/____ to ____/____/____.

General description of display:

Name _____
Please Print

Date _____