

## **EXHIBIT AND DISPLAY CASE POLICY**

It is the policy of the Norma Anders Public Library that display spaces in library, including but not limited to enclosed display cabinets, are solely under the care and control of library. These spaces are intended primarily for displays and exhibits created or selected by library director. Where appropriate, such displays or exhibits may reflect various viewpoints on a given subject. Groups, organizations and individuals may be solicited to display materials in the display cabinets.

As in the case of collection development and materials selection, the final decision on the suitability of displayed material and exhibits will be made by the library director.

Those leaving materials for display will sign a waiver stating that they understand and agree that the library will be held harmless in case of theft or loss of or damage to materials left in any display space. Insurance covering the value of the display is the responsibility of the exhibitor. Irreplaceable items or items of great value should not be included in a display.

### **Installation of Exhibits/Displays**

1. The group/collector is responsible for installing and removing exhibits/displays on the dates agreed upon by the Library Director and the exhibitor, and for all measures necessary for installation and removal of exhibits/displays. All exhibits/displays not presented by the library must be set up and removed during normal library hours with as little interference as possible to the daily operations of the Library. No substances may be used that would damage walls or surfaces, and exhibitors will be billed for any damage caused.
2. All publicity related to exhibits and displays shall be submitted to the Library to be distributed to the various media by the Library. Any information included in the display must be provided by a single sign sized 8 ½ X 11 inches. Exhibitors may be asked to write a brief description of the display to be used in library publicity.
3. Exhibits not removed by the specified date may be removed by library staff. The Library does not take responsibility for loss or damage caused by such removal, and does not agree to provide storage for any items removed beyond a period of 30 days from the specified removal date. After that time, display items will be deemed a gift to the Library.

Those leaving materials for display will sign a waiver stating that they understand and agree that the library will be held harmless in case of theft or loss of or damage to materials left in any display space.

I agree to the exhibit and display policy and waiver.

Signature:

DISPLAY CASE INSURANCE WAIVER AND INDEMNIFICATION, I, (WE), as exhibitor(s), understand and agree to indemnify, defend and hold harmless the Norma Anders Public Library, its Trustees, employees and volunteers from any and every claim for damage, loss or injury of any kind whatsoever while the exhibit is on display, or while any of the materials in connection therewith are en route to or from or in or upon the premises of the Library. It is specifically understood and agreed that all costs and expenses in connection with the exhibit are the responsibility of and will be borne entirely by the exhibitor.

\_\_\_\_\_ Signature (Exhibitor)

\_\_\_\_\_ Date

Approved April 11, 2022  
Reviewed & Approved September 2024

