



## **Exhibit and Display Policy**

The Hampshire County Public Library also functions as a community hub, and as such, welcomes the opportunity to allow community groups and individuals to use the exhibit areas in the building as a way to disseminate information, share interests, and appreciate art and craftsmanship.

When not in use to promote library-related activities, materials, or services, display and exhibit spaces are available to community groups or individuals engaged in educational, cultural, intellectual, charitable, or recreational activities and will be provided on an equitable basis to any group or individual who agrees to the guidelines below.

The library encourages free expression and access to ideas as described in the “Library Bill of Rights” of the American Library Association and does not knowingly discriminate regarding age, race, beliefs, or affiliations. However, the fact that an organization or person is permitted the use of a library display space does not in any way constitute an endorsement by the library of their policies or beliefs.

### **Limitations**

Displays should be appropriate in form, material, content, and scale for the library environment. In general, the library does not accept displays of a purely commercial content unless they are of particular educational, cultural, or informational interest to the community. The library reserves the right to remove any item from an exhibition or display if there is a possible safety hazard, is too large or otherwise inappropriate for the display space, creates a maintenance problem, exceeds acceptable noise or light levels, or interferes with the public services or other library activities. If the exhibit contains elements that may be of concern under this policy, the exhibitor should discuss it with the library’s representative.

### **Exhibit Guidelines**

- Exhibit/display space must be reserved at least 60 days in advance.
- The exhibitor assumes the risk of loss or damage to materials exhibited, as no insurance is provided by the library.
- The exhibitor is responsible for installing and labeling the exhibit on the agreed upon date.
- The exhibitor shall remove the exhibit promptly on the agreed upon date; the library has the right to remove exhibit materials if they haven’t been picked up by the agreed upon date.
- The exhibit areas are open to the public only during the regular open hours of the library unless by special arrangement.
- Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible.
- The library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who wish to sell items as part of the display must include information on how to purchase items.

Approved by the HCPL Board of Trustees on November 17, 2021