



Policy 4.8 Exhibits, Displays and Community Information at the Library

Adopted by the Library Board of Trustees: 08/28/2014
Revised: 06/25/2015

As a community resource, the North Olympic Library System devotes space in its facilities, where available, for the purposes of promoting library materials and programs; providing information about community resources; and exhibiting works of individual artists, craftspeople, and collectors.

Space is made available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting its use, provided that such displays do not conflict with regular library services and programs and that such displays conform to the policies and procedural guidelines outlined below. Additional requirements may be placed on artists exhibiting as part of NOLS' Art in the Library program.

There is no charge for the use of NOLS' display facilities, and permission for a group to use NOLS display facilities does not in any way constitute or suggest endorsement of its beliefs, policies, or programs by NOLS, any Library official or the Board of Trustees.

Organizations or individuals that violate the terms of the Library's display and exhibit guidelines may be refused future use of the facility.

This policy governs all spaces throughout all NOLS libraries.

I. Exhibits and displays

Displays that inform community members about civic, cultural, educational and recreational programs, services and events of likely interest to the local community are welcome at all NOLS facilities as space permits. Library materials may be incorporated into exhibits at the discretion of the Library Manager.

Exhibits and displays will present a broad spectrum of opinion as well as a variety of viewpoints. Items to be posted or distributed must not be in violation of NOLS policies and/or any federal, state or local laws. Displays may not be used to promote a political cause or candidate, nor may displays reflect commercial advertising other than discreet acknowledgement of sponsorship or donations by the Library's commercial partners. Any advertising included in exhibits and displays must be approved in advance by the Library Director. In general, the Library does not accept exhibits of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. With the exception of original art exhibited as part of the Art in the Library program, the Library does not accept any material being offered for sale to the public unless the proceeds directly benefit the Library. Customers interested in purchasing Art in the Library pieces which may be available for purchase, will be

referred to the artist by library staff. Materials promoting private events such as yard sales and “services provided” are not eligible for display.

Community groups, service clubs, nonprofit organizations, and individuals may be invited to create displays and exhibits for the Library. In addition, individuals and community groups may ask the Library to host displays or exhibits, such as information about civic and community activities, services and events, or the work of artists and craftspersons such as paintings, fiber arts, photographs, sculpture, jewelry, and other media. Written or emailed requests for exhibits or displays must be made to the Library Manager. Written or emailed approval by the Library Manager is required before an exhibit or display can be scheduled. Library Managers will evaluate the quality of the proposed display, relevance to library customers, space, logistical, and safety requirements when considering requests. Requests will be processed on a first-come/first-served basis, with scheduling priority given to NOLS-sponsored exhibits and exhibitors who have not previously presented an exhibit at NOLS. A decision by the Library Manager to not host an exhibit or display may be appealed to the Library Director.

The Library may not be able to host exhibits that are awkward to display or take up a disproportionate amount of space, or when the terms of the exhibit would compromise library services and programs. Library-sponsored displays, programs and activities shall take priority over other displays and exhibits. NOLS reserves the right, when necessary, to reschedule a display or exhibit in order to accommodate library needs.

All items and materials used in exhibits are considered to be on loan to the Library. All lenders of display items will be given a date by which they must retrieve all loaned materials. The Library assumes no responsibility for loss, theft or damage of items on loan, nor can the Library provide storage space for material left beyond the scheduled end of the exhibit period. Any items brought early must be redelivered within the display period. Exhibitors and lenders, including staff, must complete NOLS' *Receipt for Display Items and Waiver of Responsibility* form.

Exhibitors are responsible for the installation and dismantling of their exhibits as scheduled. If the Library must dismantle an exhibit because it is not removed as scheduled, NOLS is not responsible for any damages. If items are not picked up at the agreed time, the Library will attempt to contact the owner twice in writing within sixty (60) days. If the owner does not respond after sixty (60) days, the items will become property of the Library to dispose of as it sees fit. In doing so, the Library will follow its established practices for disposal of surplus property. No employee of the Library may take possession of the items.

Exhibitors using exhibit cases or space assume liability and shall be liable for any damage resulting from said usage, as assessed by NOLS.

2. Community information bulletin boards

For public notices of community interest, bulletin boards are available to non-profit, advocacy, and/or civic organizations sponsoring charitable, cultural, educational, and/or recreational events and to profit-making groups sponsoring these types of events in the public interest. Materials promoting private events and/or advocating political positions, and/or primarily

commercial activities, such as yard sales and “services provided” announcements/business cards are not eligible for display.

Only Library staff may post notices on community information bulletin boards. Notices posted by anyone other than Library staff will be removed and discarded. Notices must include the name, telephone number or email address of a contact person associated with the event or activity.

The Library will not accept notices that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. Branch Managers will make the decision to post a notice on the community information bulletin board according to the guidelines established in this policy. A decision not to accept a notice may be appealed to the Library Director.

Items may remain posted for up to sixty (60) days. Notices may be discarded by the Library staff after sixty (60) days or sooner if space limitations dictate, or if the notice becomes damaged, soiled, or outdated. The library reserves the right to relocate, rearrange, and remove posters and flyers according to its needs and priorities. Notices posted become Library property and will be discarded when information is no longer current or at the discretion of the Library staff. Persons wishing to reclaim posted material may do so by special prearrangement. Items to be posted must be neat and clearly readable and must not exceed 11” x 17”. Notices posted in violation of this Policy will be removed and discarded.

3. Brochures and other handouts

Brochures and other handouts from federal, state, and local government agencies and non-profit organizations may be accepted for distribution to the public based on relevance of the information for library customers and space availability. The decision to distribute brochures and other handouts rests with the Library Manager. Decisions by the Library Manager may be appealed to the Library Director.

Handouts will be placed in the appropriate public forum location by Library staff. All items must identify contact information for the group or an individual representative. Items may be distributed for a period of up to sixty (60) days. Handouts may be discarded by the Library staff after sixty (60) days or sooner if space limitations dictate, or if the materials become damaged, soiled, or outdated. The library reserves the right to relocate, rearrange, and remove materials according to its needs and priorities.

Exceptions to this policy may be considered by the Library Director on a case-by-case basis.

The Library Director is responsible for administering this policy.