

**OREGON PUBLIC LIBRARY  
EXHIBIT POLICY**

**I Purpose**

- A. In order to provide as many attractive, educational and cultural exhibits as possible at the library for the benefit of the community, the library provides exhibition space for community groups, organizations, schools and individuals.
- B. The Oregon Public Library provides space for displays and exhibits; however, it does not advocate or endorse the viewpoints of exhibits or exhibitors.
- C. Religious and political exhibits and displays are permissible for informational purposes. Displays or exhibits which advocate for a single issue, specific candidates/parties and/or referendum/ballot initiatives will not be permitted.

**II. Description of Exhibit Space**

- A. A locked display case is available for bookings with a month being the maximum length of time.
- B. These requests will be reviewed on a case-by-case basis by the Library Director
- C. The display case is reserved for library use during May, June, July and August.

**III. Guidelines**

- A. Requests that do not fall clearly within the following guidelines may be authorized by the library director if they are in the best interest of the library.
- B. Exhibits must contribute to the general appearance of the library facility and not interfere with the general operation of regular library activities.
- C. Display/exhibit materials may not be for sale.
- D. It is the responsibility of the exhibitor to set up and remove the exhibits at scheduled times.
- E. The Library Director shall accept requests and grant permission to set up exhibits and has the final decision on the content and arrangement of all exhibits.

- F. All publicity material relating to exhibits shall be submitted to the Library Director for approval.
- G. No organizations or individuals shall be permitted to place in the library any receptacle for the purpose of soliciting donations.

**IV. Booking**

- A. Space will be allocated on a first-come, first-served basis.
- B. Reservations for the exhibit space may be made up to one year in advance.

**V. Review and Appeal**

Any group or individual who is refused permission to use the display care, or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal or the grounds of appeal. The Library Board will hear the appeal at its next regularly scheduled meeting.

**VI. Disclaimers**

- A. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited.
- B. Individuals or representatives from a group or organization setting up an exhibit in the library are required to complete a "Library Exhibit Release Form" a sample of which follows.

Adopted April 14, 2010

Oregon Public Library

DISPLAY CASE REQUEST AND RELEASE FORM

I, the undersigned, hereby lend the following works of art or other materials to the Oregon Public Library for exhibit purposes only.

In consideration of the privilege of exhibiting these items in the library, I hereby release the Oregon Public Library from responsibility of loss, damage, or destruction while they are in the possession of the library.

I also understand that it is my responsibility to set up and take down the exhibit at the agreed-upon times.

Signature of requestor: \_\_\_\_\_ Date \_\_\_\_\_

Requested dates of exhibition: \_\_\_\_\_

Description of exhibit: \_\_\_\_\_

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**Library Review of Request**

\_\_\_\_\_ Approved

\_\_\_\_\_ Approved as modified: \_\_\_\_\_

\_\_\_\_\_ Not approved

Approved/Director signature: \_\_\_\_\_ Date \_\_\_\_\_

Adopted: April 10, 2010