

Code	<i>OPS-009</i>
Policy Title	Exhibits and Displays Policy
Category	Operational & Facility Policies (OPS)
Cross-Reference	--
Appendix	Display Request Form
Date Adopted	January 2026
Date Reviewed	--

Policy Statement

The Robert R. Jones Public Library District encourages the use of library space for educational, cultural, and informational exhibits and displays that enhance the library experience, engage the community, and support the library’s mission. This policy establishes guidelines for the creation, installation, and management of exhibits and displays within library facilities.

This policy applies to all exhibits and displays within the library, including but not limited to:

- Art, photography, or craft displays
- Historical or educational exhibits
- Community information or resource displays
- Library-curated thematic or seasonal displays

This policy applies to all individuals and organizations requesting to exhibit or display materials, including staff, volunteers, community members, artists, and local organizations.

PROCEDURE

1. Library Control of Space

- The library retains the right to approve, reject, or remove any exhibit or display.
- Approval will be based on alignment with the library’s mission, educational or cultural value, appropriateness for a public setting, and available space.

2. Content Guidelines

- Exhibits must be suitable for a general audience, including children.
- Exhibits should not contain material that is obscene, defamatory, or discriminatory.
- Exhibits do not imply library endorsement of political, religious, or commercial viewpoints.

3. Submission and Approval Process

- Individuals or organizations wishing to display materials must submit a Display Request Form to the Library Director at least three weeks prior to the intended display date.
- The Library Director will review the request for appropriateness, space availability, and compliance with this policy.
- Approved exhibitors will receive instructions regarding setup, display duration, and removal of materials.

4. Installation and Maintenance

- Library staff may assist with installation when feasible, but exhibitors are primarily responsible for safe installation and maintenance of their displays.
- Library staff will monitor and maintain exhibits as needed to ensure displays remain safe, accessible, and in good condition throughout the display period. This includes minor adjustments, removal of damaged materials, or reporting issues to the exhibitor.
- All materials must be safely mounted or secured and must not pose a hazard to patrons or staff.
- Exhibits must be maintained in good condition for the duration of the display period.

5. Duration of Display

- Display periods will generally not exceed six weeks unless otherwise approved by the Library Director.
- The library reserves the right to remove exhibits at any time due to space needs, safety concerns, or other operational requirements.

6. Liability and Security

- Exhibitors are responsible for the security and insurance of materials displayed.
- The library is not responsible for loss, theft, or damage to exhibited materials.
- Exhibitors may be required to sign a waiver acknowledging this limitation of liability.

7. Promotion and Publicity

- The library may promote exhibits through social media, the library website, or printed materials.
- Exhibitors are encouraged to provide promotional materials for inclusion in library communications.

Display Request Form

The Robert R. Jones Public Library District encourages educational, cultural, and community displays. This form allows individuals and organizations to request space for exhibits or displays in the library. All submissions are subject to review and approval in accordance with the library's **Exhibits and Displays Policy**.

Applicant Information

Name/Organization: _____

Contact Person: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email (optional): _____

Display Details

Title of Exhibit/Display: _____

Type of Display: Art Photography Craft Educational Community Resource Other:
_____**Brief Description of Display:**(Please include purpose, content, and intended audience):

Number of Items to be Displayed: _____

Dimensions/Size Requirements (if applicable): _____

Requested Display Dates: From: _____ To: _____

Do you require staff assistance for installation? Yes No

Will you provide promotional materials for the exhibit? Yes No

Acknowledgment and Agreement

By signing this form, I acknowledge and agree to the following:

1. The library reserves the right to approve, reject, or remove any exhibit or display.
2. All materials must comply with the library's Exhibits and Displays Policy, including suitability for a general audience.
3. Exhibitor is responsible for installation, maintenance, and removal of materials unless otherwise arranged with library staff.
4. The library is not responsible for loss, theft, or damage to exhibited materials.
5. Exhibits may not imply library endorsement of commercial, political, or religious viewpoints.

Signature of Applicant: _____

Date: _____

For Library Use Only

Date Received: _____

Reviewed By: _____

Approval Status: Approved Not Approved

Comments/Conditions:

Assigned Display Space: _____

Installation Assistance Provided: Yes No

Removal Date: _____

Library Staff Signature: _____