

Display/Exhibit Policy

The following guidelines govern all displayed information, exhibits and displays at the Musser Public Library.

BROCHURE RACK

The library maintains a rotating literature stand for the distribution of free brochures and flyers from local and area non-profit organizations.

Literature from businesses and individuals cannot be accepted.

The librarian at the front desk will accept all requests to place items in the brochure rack and will make a note of the acceptance in the Library's Intranet. Library staff will discard unapproved items left in the literature rack or elsewhere in the vestibule or the lobby.

The library reserves the right to remove brochures and flyers from time to time due to timeliness or limited space.

POSTING OF NOTICES

Musser Public Library has a rotating bulletin board for the posting of notices and flyers. Since requests for postings are frequent and numerous, the library requires that acceptable notices for the public bulletin board not exceed 8½" x 11" in size.

The Librarian at the front desk will accept items for posting, and staff will post them as space permits.

The Library does not accept notices from individuals or business.

The Library reserves the right to remove older literature as necessary, to make space for new postings.

Agendas for meetings of the Town Council and other town departments, boards, agencies, and commissions will receive priority over postings from local non-profit organizations.

Exhibits

All requests to exhibit, whether generated by library staff or the public, will be considered based on the following:

Relevance to the Library's vision, mission, and values

Historical or regional relevance

Relation to other events or exhibits in the community

Appropriateness to the library environment

Availability of library space.

The Library Director has the right to determine the length of any exhibit and exhibits may be booked for a maximum of three months. If there is no appropriate exhibit scheduled after three months, the exhibit may be carried over for another three months with the permission of the Library Director.

All set up and removal of exhibits, including shipping, packaging, storage, signage, labels, framing, and set up and removal and the furnishing of equipment and supplies needed for same, are the sole physical and financial responsibility of the exhibitor.

Exhibitors agree to pay for all damage sustained to library property.

Musser public library is not responsible for any damage to the exhibit. The Library Director will select the location for exhibits to be displayed and determine if any library equipment is available to the exhibitor to use.

Exhibits must be displayed securely on furniture, walls or in display cases. The Library Director must approve of the exhibit layout before any setup begins.

The displaying organization may bring in their display cases after consulting with the Director on space and safety issues.

Approved 8-21-19