

## Exhibits and Displays

**MNG-5**

**Approved: 8/3/2017**

The Liberty Lake Municipal Library may decide to make use of exhibits and displays to support the library's goals and objectives; they may also, from time to time, allow outside organizations and individuals to mount exhibits or displays. All decisions as to who is allowed to mount an exhibit or display; what, in general, can be included in the exhibit or display; and where, when and for how long the exhibit or display will be presented, rest with the Library Director. Anyone interested in mounting an exhibit or display must first contact the Library Director for approval and should read this policy paper thoroughly before being allowed to proceed. All exhibits and displays will be held and maintained within the library premises. Additional policies are as follows:

1. Who is eligible for mounting exhibits or displays:
  - a. Local, state or federal governments;
  - b. Educational institutions;
  - c. Non-profit organizations;
  - d. Friends of the Library;
  - e. The Library Foundation;
  - f. Community organizations and clubs;
  - g. Any individual or group not listed above who has an exhibit or display deemed of general interest to the public as determined by the Library Director.
  
2. Restrictions on exhibits or displays:
  - a. No exhibits or displays soliciting non-library donations will be allowed;
  - b. No exhibits or displays containing pornography will be accepted;
  - c. No exhibits or displays consisting of political campaigning will be accepted; however, political material of an informational nature will be considered;
  - d. Exhibits or displays may under no circumstances be used to sell goods or services in a commercial sense; the exhibit or display may, however, contain names and phone numbers of persons or groups who may be willing to sell in another venue items contained in the exhibit or display.
  
3. Maintenance of Exhibits and Displays:
  - a. Exhibits and displays mounted under direction of the Library Director will be maintained by the Director and library staff;
  - b. Maintenance of all other exhibits and displays will be the responsibility of the individual/group that set them up, in accordance with directions for maintenance given by the Director. If the responsible individual/group fails to properly maintain the exhibit/display, the Director will give them a warning. If the individual/group ignores the warning, the Director may instruct library staff to disassemble the exhibit/display after a reasonable amount of time.

4. Complaints:

- a. For any complaints about the policy dealing with exhibits and displays or the handling of exhibits or displays by the library, there will be complaint forms available at the library desk; these can be filled out and given to the desk clerk;
- b. The complaint will be reviewed by the Library Director;
- c. If the Library Director is unable to satisfy the complainant, the matter will be referred to the Library Board;
- d. The library is not responsible for damage or loss to any materials contained in an exhibit or display.