

# Haywood County Public Library

## Exhibits Policy

The Haywood County Public Library provides exhibit spaces for individuals, community groups, agencies, and organizations. An exhibit is anything housed for a definite or indefinite period of time and is not the property of the Haywood County Public Library. Any exhibit held in the Library must be for purposes considered by the Library Director to be consistent with the mission and vision of the Library.

An exhibit in the Library does not constitute an endorsement by the Library of the exhibitors' beliefs, policies, or programs. The group will issue no publicity indicating Library sponsorship, and the Library reserves the right to post disclaimers in the exhibit area. Library facilities may not be used for exhibits espousing a particular sectarian or denominational group, or for political exhibits supporting specific candidates, campaigns, or parties.

The Library Director, or an appointed representative, has the right to see handout literature, materials to be exhibited, and press releases prior to the exhibit.

No fees are charged for the use of exhibit space, and groups exhibiting may not charge an admission fee, nor may donations be solicited.

Library and County insurance does not cover exhibits and no liability or responsibility for theft, loss, or damage is assumed.

Space for exhibits must be reserved in advance. Reservations must be made by an adult representative of the group who agrees to be responsible for any damage to Library property resulting directly from the exhibit.

Exhibitors are responsible for providing all materials used in the exhibit, and for placing and removing the exhibit. No exhibit will be accepted that requires special attention, handling, and/or maintenance by library staff.

Exhibits may be accompanied by the artisan's name and a brief professional history. No advertising of commercial establishments is permitted.

The exhibitor must complete an Application for Use of Library Exhibit Space, acknowledge reading a copy of the Library's Exhibit Policy, and agree to comply in good faith with the following:

- Assume the risk of theft, loss, or damage to materials exhibited, as no insurance is provided by the Library or Haywood County.
- Assume responsibility for installing and removing the exhibit on the agreed upon dates. The display period is normally one month, coinciding as closely as possible to the beginning and ending of the month.
- Give the library the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- Identify the exhibitor by name within the display.
- Refrain from commercial advertisement. Prices of items for sale may not be posted.
- A notice will be posted with each exhibit stating: The material within this exhibit is the presentation of the individual or organization named in the display. The Library does not advocate or endorse the viewpoints of exhibits and exhibitors.

Approved by the Library Board of Trustees, 7.21.2021

Approved by the Board of County Commissioners, 11.1.2021