

DISPLAYS AND EXHIBITS

Bulletin boards are provided in the Library only for the posting of announcements of a general nature, which describes an event, or activity of public interest to a substantial number of persons in the community. No announcements of a strictly personal nature will be posted. No commercial advertisements may be posted. Approved material will be stamped and dated by a staff member. In the event that the approved material itself does not provide some sort of expiration date (date of event, for example), the item will be removed from the bulletin board after thirty (30) days.

Fliers, brochures, pamphlets, etc., accepted for placing on Library counters must meet the same criteria set forth above. In no case will Library employees participate in the distribution of any but Library generated publications.

No poster display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the Library for distribution without permission from the Director.

No outside organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of a candidate for public office or which advocates an affirmative or negative vote, for or against any proposition, whether political or otherwise.

Exhibit areas are provided within the Library. Such areas are subject to the above criteria and are assigned on a first come, first serve basis, depending on space requirements of the exhibit. Arrangements for displays should be made in advance with the the display coordinator. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk. The ***Request to House a Display or Exhibit*** (see appendix) must be signed by the individual and the display coordinator or the Library Director.



Request to House a Display or Exhibit

Organization/Individual _____

Address _____

Phone _____ Email _____

Nature of display or exhibit _____ Number of items displayed _____

Insured valuation _____ Insurer _____

Length of display time _____ Preferred dates _____

The following paragraph must be read and agreed to by means of a signature (in ink). If the items to be displayed or exhibited are owned by an organization or jointly by two individuals, two signatures are required.

We/I have read the section of the Fox River Grove Public Library District's policy concerning displays and exhibits and agree to abide by the terms of the policy. It is understood that all displays and exhibits are temporary; and that it is our/my responsibility to provide insurance coverage for the items displayed or exhibited and not the responsibility of the Fox River Grove Public Library District and that the Fox River Grove Library District is not to be held financially responsible for loss or damage to any portion of the display or exhibit while it is housed in the Library.

Signature _____

Signature _____

Display Coordinator _____

Library Director _____