

CHARLOTTE HOBBS MEMORIAL LIBRARY

Displays, Exhibits & Bulletin Board Policy

PURPOSE

As part of the mission of the Charlotte Hobbs Memorial Library (CHML) is to bring people, information and ideas together to inspire lifelong learning, advance knowledge and strengthen our community, the library welcomes exhibits and displays of interest, information and enlightenment to the community.

DEFINITIONS

Director: A salaried employee hired by the CHML Board of Trustees as Library Director to manage and promote the CHML, or the Acting Library Director if the position of Library Director is vacant.

POLICY

1. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.
 - a. The Director shall accept or reject material offered for display based on its suitability and availability.
 - b. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.
 - c. Areas available to the public for displays and exhibits in the general bulletin board, and in the Director's sole discretion, the Community Meeting Room, and other spaces.
2. **Public Notice Bulletin Board.** Bulletin board materials may be submitted for posting by nonprofit and governmental organizations, local businesses, individuals and groups for civic, educational, or cultural and informational purposes.
 - a. Organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The Director must approve all postings and may prohibit postings which in the Director's sole discretion conflict with the CHML's mission or are not appropriate for view by all ages. Library staff will place and remove postings promptly.
 - b. Each item posted must be dated and signed. A request for return of items, along with contact person's name and phone number, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.
3. **Exhibits.** Exhibitors must sign a release before displaying any artifact in the library. A copy of the release follows this Policy.

Adoption: This policy was adopted on April 21, 2021.

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Exhibit & Display Release

I, the undersigned, hereby lend the following works of art or other material to the Charlotte Hobbs Memorial Library for exhibit/display purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release the Library from responsibility for loss, damage, or destruction while they are in the Library's possession.

Exhibit/Display

Start Date: _____ *End Date:* _____

Exhibit/Display Location(s) within the Library:

Description of material(s) loaned:

Lender

Signature: _____ *Date:* _____

Address: _____ *Tel.* _____

E-Mail: _____