

FORSYTH COUNTY PUBLIC LIBRARY

DISPLAYS AND EXHIBITS POLICY

As an educational and cultural institution, the Forsyth County Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. The Library's goal is to provide a variety of high-quality exhibits.

Exhibit cases (glass enclosed and secured), exhibit areas (wall areas designated for display) and space for freestanding displays are available in the Central Library and in most branches. Branches should be contacted to find out if appropriate exhibit space exists. The Library Director, or person in charge at each library facility shall accept or reject material offered for display based on its suitability. Display items, artwork, etc. that would be considered inappropriate for viewing by children will not be accepted.

Granting permission to use Library facilities for displays or exhibits does not constitute an endorsement by the Library staff or Library Board of Trustees.

It is suggested that non-Library exhibits have descriptive labels; they must be clearly labeled to show who bears responsibility for presenting the exhibit.

Note: All Library-sponsored and Friends of the Library-sponsored exhibits and displays take first priority on all exhibit space schedules. The Library reserves the right to remove, or have removed, any exhibit at any time. In such cases the Library will make every effort to contact the exhibitor.

To Apply for Exhibit Space:

Exhibits are scheduled, based upon availability, at Library locations using the form titled *Exhibition Guidelines Agreement* (see attached). Space is booked in advance on a monthly basis. Exhibitors are limited to a single, one-month exhibit every two years.

Insurance

To be covered by County insurance, an *Exhibit Inventory List* (see attached) must be provided prior to exhibition for all items displayed, and should include descriptions/titles and values.

Adopted May 22, 2002