

FRANKFORT PUBLIC LIBRARY DISTRICT

DISPLAY CASE EXHIBIT POLICY

PURPOSE

The Library provides opportunities to individuals, community groups and organizations whose objectives are cultural, educational or civic in character to display materials temporarily in the designated display case within the Library. The display case is not available for use by for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain. Use of the display case does not constitute sponsorship or endorsement by the Frankfort Public Library District or Board of the user or user's beliefs. The Library will not discriminate in making the display case available for use on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation or physical limitation. Use of the display case must follow conditions established by the Board of Trustees. The following conditions and regulations apply:

ONE MONTH EXHIBITS

Each exhibit is scheduled for the period of one calendar month. The display period begins on the first working day of the month and ends on the last working day of the month. Working days do not include Saturdays, Sundays, or holidays.

NO FEE

The Library does not charge a fee for the display of materials in the display case.

PRIORITIES

Priorities for the use of the display case will be determined in the following order:

- 1) Frankfort Public Library District and Library related groups;
- 2) Official agencies and local governments serving the Frankfort Public Library District;
- 3) Individuals residing or organizations based in the Frankfort Public Library District;
and
- 4) All others.

An individual or organization may appear on a Submission Form as an applicant only if that individual or organization has not appeared as applicant on any Submission Form submitted to the Library in the previous 364 days.

MATERIALS DISPLAYED

Exhibit materials must be of an appropriate size and quantity to fill the display case. Each exhibit must conspicuously contain the name(s) of the exhibitor and sponsor of the display. A sign stating that the Library does not sponsor or endorse the contents of any exhibit.

The Library will not facilitate the sale of any materials. Prices may not be affixed to any material on display.

All materials in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damages or loss suffered on its premises, nor the cost of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display. The Library does not carry insurance on any items owned by the exhibitor. Exhibitors are encouraged to insure any valuable displayed materials.

The Library will not provide storage for the property of organizations or individuals displaying in the Library. All exhibitors are required to sign the attached form which releases the Library from any responsibility for displayed items.

PROHIBITED DISPLAYS

The material displayed and the manner in which it is displayed will be regulated to the extent necessary to prevent the display's physical characteristics from interfering with the Library patron's or staff's use of the facilities for study, work, learning, and enjoyment. The Library welcomes expression of all viewpoints, but displays may not advertise commercial endeavors, advocate the election of specific candidates or seek to influence the votes of a legislative body or the policy decisions of a governmental body.

Furthermore, to prevent injury to Library patrons, material that threatens violence or intimidation of any individual or group; is obscene, defamatory, or invades a particular person's privacy may not be displayed.

REMOVAL OF MATERIALS BY LIBRARY

The Library will remove any materials or displays violating these policies from the display case immediately. The Library may also remove any materials not removed from the display case by the Library's closing hour on the last working day of the month. The Library will not be responsible for the storage or condition of any materials removed. All material for display must be picked up within 30 days of the end of display or materials becomes the property of the Frankfort Public Library District to be disposed of at the Library's discretion.

PROCEDURE FOR REQUESTING THE DISPLAY CASE

Request Forms.

To request the use of the display case, an individual or not-for-profit organization, as either exhibitor or sponsor, must return a completed Display Case Exhibit Submission Form to the Business Office. The Submission Form must provide the full legal name of the individual or organization which is applying. It must also provide the name and telephone number of an individual whom the Library may contact to notify the applicant of an available date for the display and receive questions and comments regarding the exhibit. Request forms are available at the Circulation Desk or through the Business Office.

Time and location of display.

Applicants may state their preferred month and display case on the Request Form. The Library will make an effort to accommodate these preferences, but cannot guarantee that they will be accommodated. The Library reserves full rights to determine and regulate the time, location and manner in which material will be displayed.

Processing Request Forms.

The display case is generally made available, upon submission of a Request Form, on a first-come, first-served basis, but follow the priorities outlined above. The Library reserves the right to require any individual or organization to change its approved date to another date. Notice will be given to the person signing the application.

Notification of acceptance.

The Library will notify each applicant of the availability of the display case for an exhibit before the first working day of the exhibit month. Notification is given to the contact person listed on the Request Form.

Installation and removal of displays.

A signed Release Form must be on file before installation begins. It is the applicant/exhibitor's responsibility to contact the Library in advance to arrange for the installation and removal of displayed materials from the display case. Failure to do so may result in cancellation of the exhibit and/or removal of the exhibit materials. Exhibits must be removed by the exhibitor by closing time on the last working day of the month, or they may be removed by the Library staff. Library staff is not available to assist persons installing or removing displays. The Library will provide a standard sign for the display if requested in advance by the applicant/exhibitor. Text must be supplied by the applicant/exhibitor.

Adopted January 22, 2004

DISPLAY CASE EXHIBIT SUBMISSION FORM

Please review the Library's Display Case Exhibit Policy.

Please fill out and mail to:

Frankfort Public Library District
Attn: Administrative Librarian
21119 S. Pfeiffer Rd.
Frankfort, IL 60423

APPLICANT

Full legal name of applicant – person or organization responsible for exhibit

Permanent address of applicant

Phone number of applicant

CONTACT

Name of contact

Phone number: _____

DESCRIPTION (General description of works to be exhibited)

DISPLAY CASE EXHIBIT RELEASE FORM Please read carefully before signing.

I, (print name) _____, hereby lend the following materials to the Frankfort Public Library District, for exhibit purposes only. I have read the Library's official **Display Case Exhibit Policy** and understand it. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility, for loss, damage, or destruction while they are in the possession of the Library.

Description of materials loaned _____

Signature _____

Date _____

Address _____

Phone () _____