



EXHIBIT/DISPLAY/LOCAL HISTORY POLICIES AND PROCEDURES

Basic Policy Statement

The purpose of the Longwood Public Library's display facilities is to increase public education of the Library's resources and to support its mission as an educational, informational, cultural and recreational center for the community it serves. Displays are organized by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. For the purpose of this policy the term "display" includes wall exhibits, enclosed display cases and free-standing exhibits (other spaces may be included). Exhibits/displays using these facilities shall promote one or more of these purposes:

- a) to promote Longwood Public Library services, collections or programs;
- b) to highlight current issues, events or other subjects of public interest;
- c) to display arts, crafts, photographs, writings or collections when they promote or complement the mission of the Longwood Public Library.
- d) to display arts, crafts, photographs, writings or collections of historical value concerning the communities that make up the Longwood District.

All displays must meet existing federal, state and local laws and/or including those on obscenity, libel, defamation of character or invasion of privacy. Displays may not be for commercial purposes, for the solicitation of business, for profit, for fundraising, or for political or religious purposes. The fact that an individual or organization is permitted to use the library display area in no way constitutes an endorsement by the Library.

Preference is given to exhibitors who reside in the Longwood District.

Guidelines for Displays

Areas for display. Shall be determined by the Longwood Public Library. _____

Cancellation. The Longwood Public Library reserves the right to deny, cancel or rescind displays at any time for any reason. _____

Exhibitor. Each exhibitor must execute an exhibit agreement with the Longwood Public Library prior to display. This Exhibitor's Agreement and Release shall include a descriptive list of all items included in the display as well as their dimensions and images of the items. The name of the exhibitor may be included in the display. No items shall be displayed until a signed Exhibitor's Agreement and Release and a copy of all items included in the exhibit are provided to the Longwood Public Library. The group or individual providing the display must supply any labor and/or equipment necessary to

mount the display. The final decision regarding the display arrangement and content is reserved to the Longwood Public Library. All pieces to be displayed should be framed and/or mounted, and suitable for hanging safely using the library's hanging system, which can take a maximum weight of 50 lbs.

All exhibits and presentation materials must be in excellent condition and presented in a professional manner. Nothing may be taped, velcroed, puttied or otherwise attached to the walls, woodwork, doors or glass surfaces of the library. Exhibitors agree to leave their work for the period stipulated in the Exhibitor's Agreement and Release. The Longwood Public Library will not provide storage for the property of exhibitors beyond the period specified in the Exhibitor's Agreement and Release. _____

Hours for exhibit. The exhibit shall be viewed only during the library's regular hours of operation. _____

Library Security. The Longwood Public Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

Liability. The Longwood Public Library is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage. _____

Publicity. The Library must approve all public relations announcements and advertising prior to dissemination. The Longwood Public Library assumes no responsibility for publicizing exhibits or sponsoring exhibit openings or receptions. The purpose of exhibits is informational and educational. Therefore, advertising items for sale is prohibited. _____

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