

BAY COUNTY LIBRARY SYSTEM EXHIBIT & DISPLAY POLICY

The Bay County Library System welcomes exhibits and displays as a means of public expression by groups and individuals in the community. Temporary and limited space is provided for exhibits and displays of an informational, educational, cultural, intellectual, civic, charitable, or recreational nature; and not for advertising, commercial, fund raising or political purposes.

Display and exhibit spaces are made available on an equitable basis, regardless of the belief or affiliations of groups or individuals requesting their use. Exhibits will not be excluded because of the origin, background, or views of those contributing to their creation. Materials will not be proscribed or removed because of partisan or doctrinal disapproval.

The library endeavors to present a broad spectrum of opinion and viewpoints. Acceptance or rejection of material for exhibit or display does not imply approval or disapproval of the ideas or opinions expressed. Only the established display systems, such as display cases, display area shelving, bulletin boards, and wall hanging systems may be used. Nothing shall be attached to the library's walls, windows, doors, acoustical panels, or other places using tape, pins, staples, or other materials. The library has final authority over the review, selection, and arrangement of all exhibits and displays and reserves the right to designate and limit their space, size, location, and duration.

Library use of exhibit or display areas takes precedence over any other use. The library reserves the right to cancel the use of exhibit or display areas by exhibitors if the library Director, Assistant Director, or Branch Manager determines the space is needed for library purposes. The library will put forth reasonable effort to give advance notice of such preemption and assist the exhibitor in reserving another date.

The library does not assume responsibility or liability for damage or theft to materials exhibited or displayed. Damage to any property belonging to the library as a result of exhibitor use will be charged to the responsible group or individual.

Application (see Exhibit/Display Space Request form) for use of exhibit or display space should be submitted at least 30 days in advance. Generally, the granting of exhibit and display space will be honored on a first-come, first-served basis, and limited to no less than seven days, and no more than thirty days, per calendar year, per group or individual.

Responsibility for setting up and dismantling exhibits and displays lies with the exhibitor. The library does not have space for storage of the property of exhibitors. The exhibitor will supply all tools and other materials needed for the exhibit. All exhibits or displays will include clear and attractive descriptive information regarding the purpose, title, and ownership of the exhibit.

10/08/08 board approved