

### **Purpose**

The Edward U. Demmer Memorial Library provides display case and exhibit space consistent with the Library's mission, programs and services.

### **Policy**

1. All exhibits and displays are to be approved by appropriate staff prior to set-up.
2. Exhibits and displays are presented in an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting space.
3. Religious and political exhibits and displays are permissible for information purposes; displays which proselytize for a single point of view will not be permitted.
4. a) Exhibits and displays may not involve the sale, advertisement, solicitation or promotion of commercial products. This provision does not exclude sponsored exhibits, approved art exhibits, exhibits primarily informational in content, or exhibits containing advertising involving a variety of beneficiaries. The Library Director shall determine whether exhibits qualify under this policy.  
  
b)The Library Director is authorized to make exceptions for sale of the art display items where a portion of the proceeds is donated to the Library, the Friends of the Demmer Library, or the Three Lakes Public Library Foundation, or for sale of items displayed by program performers.
5. The Library is not responsible for any items that are lost, damaged, or stolen while on exhibit or display.
6. The presentation of any display or exhibit does not imply an endorsement of the content by the Demmer Memorial Library, its Trustees, or staff.

### **Procedures**

Displays are to be reserved in advance with the Adult Services Coordinator for one or two month periods.

Exhibitors are responsible for constructing the displays or exhibits. Assistance from Library staff may be available. Any desired staff assistance with the set-up and take-down of exhibits or displays is to be arranged in advance with the Adult Services Coordinator.

Library staff is responsible for the publicity of exhibits and displays. Staff reserves the right to include notice of any and all displays and exhibits in library publicity.

The exhibitor must fill out and sign a "Demmer Library Exhibit/Display Responsibility" form and a "Hold harmless, Indemnification and Defense Form" in advance of an exhibit.