



Valley Community Library  
739 River Street  
Peckville, PA 18452  
570-489-1765  
<http://lclshome.org/valley>

## Exhibits and Displays Policy

The Valley Community Library (VCL) welcomes the opportunity to allow community groups and individuals to use designated areas at its location for displays and exhibits. Part of VCL's mission is to provide a wide range of information and materials, and to encourage and support the civic, intellectual, and cultural pursuits of the community. Space is provided for displays of an educational, cultural, intellectual, charitable or recreational nature, and for exhibiting works of area artists and craftspeople. Display areas may also be used for materials from VCL's collection or to publicize library services, collections, or activities.

### Exhibit Policy and Purpose

Exhibit areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. The Library endeavors to present a broad spectrum of opinion and viewpoints. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.

In the event that a group or individual would like to appeal the library's decision to or not to display an item, an appeal may be made by using the Valley Community Library's Resource Challenge Form.

VCL reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display spaces. The Library has the right to review the materials in advance. The Library's decision on what will be displayed in its exhibit spaces shall be final.

### Limitations

- Displays must be appropriate in scale, material, form, and content for the library environment consisting of a community of all ages.
- The following are not permitted:
  - Materials containing images that include significant elements of sexually explicit imagery, nudity, or graphic depictions of violence.
  - Exhibits or displays of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community.
  - Materials advocating a particular vote on a candidate or ballot proposition.
  - Material being offered for sale to the public unless the proceeds directly benefit the Library.

- The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large, or otherwise inappropriate for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, or interferes with the public service or other activities in adjacent library areas. If the exhibit contains elements that may be of concern under this policy, the exhibitor should discuss it with the Library Director in advance of the installation date.

### Exhibit Guidelines:

#### Reservations

- VCL's Application for Use of Library Exhibit/Display Space must be filled out.
- Exhibit space must be reserved in advance.

#### Insurance and Liability

- All materials are displayed at the exhibitor's own risk. The Library does not provide any insurance coverage for exhibited materials.
- All exhibitors must agree to hold VCL harmless from liability in case of theft, vandalism, accidental damage, fire, or any other loss or damage to the exhibited materials. If the exhibitor desires insurance, they must arrange for it at their own expense.

#### Installation and Removal

- The exhibitor is responsible for installing and labeling the exhibit on the agreed upon date and providing all necessary equipment.
- The exhibitor shall remove the exhibit promptly on the agreed upon date.
- The library does not have space, nor will it accept responsibility, for storage of the property of exhibitors in the Library building. Therefore, exhibitors are required to deliver and pick up their materials according to the dates established in advance.
- All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit is installed, changes may be made only with Library approval.
- The library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- The exhibitor must be identified by name within the display.
- A notice is to be posted with each exhibit stating that: The material within this exhibit is the presentation of the individual or organization named in the display. The library does not advocate or endorse the viewpoints of exhibits and exhibitors.

### Scheduling Procedures

- Exhibits will normally be scheduled for a period not exceeding one month. Exceptions must be approved by the Library Director.

### Publicity

- The Library may assume the responsibility for publicizing exhibits. If the exhibitor contributes to the public relations effort, the Library reserves the right to review any publicity material prepared by the exhibitor before release.

### Fees and Sales

- No fees are charged for display spaces. Groups using display spaces may not charge an admission fee or request donations.
- The library shall not be responsible for handling any money from the sale of items displayed. All inquiries will be referred to the exhibitor who is responsible for providing Library staff with information on how such inquiries should be routed or the exhibitor should include information on how to purchase items in their display.
- Any items sold during a display period shall remain on display until all items are scheduled to be removed.

### Other Guidelines

- The exhibit areas are open to the public only during the regular open hours of the library unless by special arrangement.
- Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

### Bulletin Board Guidelines

Bulletin boards serve to inform patrons of upcoming or continuous events and services. The community bulletin board is located in the vestibule at the front of the library.

- VCL will only post events that are free to the public or benefitting a local nonprofit.
- Library staff shall determine what is appropriate for posting and where it shall be posted.
- Bulletin board notices must be presented to Library staff for approval and posting.
- Library staff shall remove bulletin board postings and events notices as appropriate and discard notices unless otherwise notified.
- All posted materials are displayed at the owner's risk.
- Paragraphs 1, 2, 3, and 4 of this policy also apply to bulletin boards.

### Policy Changes

The Board of Directors reserves the right to make changes in this policy as it deems advisable and may cancel or withdraw permission for use of the Library facilities when in its opinion, such action is advisable.