## 4.4 DISPLAYS AND EXHIBITS

The use by individuals or organizations of the library's facilities for display and/or exhibits other than those, which pertain to the library, is not a right but a privilege, which is subject to review by the Board of Library Trustees. The Library Director may grant the privilege of placing exhibits and displays in the library subject to the following conditions:

1. The Library endorses ALA’s statement on “Exhibit Spaces and Bulletin Boards an interpretation of the Library Bill of Rights.” Contents of exhibits are not meant to reflect the views of the Cary Area Library, its trustees, or its staff.

2. Exhibit space will be made available on a first-come, first-served basis to residents with collections they are willing to show, to not-for-profit groups located within the Cary Area Public Library District, and to the Library itself. No materials will be exhibited, displayed or placed in the library for distribution without permission of the Library Director.

3. All displays are to be of a general educational or cultural nature, suitable for viewing by patrons of all ages. No one will be allowed to display materials regarding either candidates for public office or which advocates an affirmative or negative vote for or against any proposition, whether political, religious, or otherwise.

4. Prices may not be displayed. No one will be allowed to place in the library any receptacle, which solicits monetary donations. No posters will be allowed that advocate or solicit consideration of a product or item sold by any charitable or commercial enterprise. Patron solicitations will not be allowed in the library.

5. Posters for programs sponsored by any local not-for-profit organization may be displayed provided there is room for such display and it is of reasonable size. Non-library affiliated persons, groups or organizations may not sell, solicit or collect money for goods or services on library property.

6. Local non-profit organizations may place non-cash donation boxes in the library’s lobby upon the review and approval of the Library Director.  An application for such use must be completed at least two weeks in advance. Only one donation box may be in the lobby at any one time.  A donation box cannot be in the lobby more than 30 days at a time.  Boxes may be removed without notice by the library.  At least 6 months must lapse before an organization is eligible to place another box in the lobby. (See **APPENDIX 6** for application)

7. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner’s risk. The display release form must be signed by the individual or organization and the Library Director.

8. Arrangements for displays should be made with the Library Director at least one month prior to the date of the display. Requests for exhibit space may be made up to two years in advance. Dates for the forthcoming two years may be made after January 1 of the current year. Exhibit space is limited to one month per year per group or individual. The usual time limit for displays is two weeks but this can be extended or limited at the discretion of the Library Director.

9. Placement of exhibits must be mutually agreeable to both the Library Director and the exhibitor and in no way interfere with normal operation of the library.

10. All materials included in an exhibit are subject to review and must meet the guidelines of this policy. Material may be removed by the Library Director and retained for the exhibitor.

(See **APPENDIX 6** for Exhibit Spaces and Bulletin Boards: an interpretation of the Library Bill of Rights, Display Release Form and Display Waiver and Indemnification Agreement)

## Collection Boxes - Application

The Library can serve as a collection point for community organizations that are soliciting donations. As a rule, only one organization at a time may have a collection box and the length of the collection may not be more than 30 days.

Organizations that want to place collection boxes at the Library must apply in writing to the Library Director.

**Name of organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local contact person name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of collection:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of item(s) being collected:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates of collection:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The organization must agree that:

* The Library is not responsible for the security of the collection box other than general surveillance. Organization personnel are responsible for checking the box and emptying it.
* The Library will determine the location of the collection box.
* The organization may state that the Library is a collection point but the organization may not imply that the Library is sponsoring or endorsing the project.
* Collection boxes and their contents not picked up within five working days after the project ends will become the property of the library.

The Library reserves the right to determine whether an organization’s purpose and the type of collection are acceptable. The Library Director or a designated staff member will approve the application.