

# **Neill Public Library Display and Exhibit Policy**

## **Purpose**

The Neill Public Library welcomes public use of its display and exhibit areas to further its mission of providing access to a wide variety of stories, ideas, and an open exchange of information. The Library displays and exhibits are designed to showcase community projects by individuals or groups whose purpose is to provide educational, civic, charitable, or cultural information of public interest.

Displays and exhibits must be open to the public and consistent with the Library's mission as stated above. Requests may not be restricted due to a person's sex, religion, age, color, national origin, race, marital status, sexual orientation, or physical ailment and will be made available on a nondiscriminatory, equal access basis based upon availability.

## **Terms of Use**

- Primary use of Neill Public Library display and exhibit areas will be for activities affiliated with the Library, the City of Pullman, or the Friends of Neill Public Library. When not in use by these entities, spaces will be available to the greater Pullman community on a first-come, first-served basis, subject to availability.
- Events or activities may not be publicized in a manner that suggests the Library's sponsorship or affiliation, unless it is the case. The provision of space for public use does not constitute Neill Public Library's endorsement of viewpoints expressed by individuals or groups utilizing Library facilities.
- Displays and exhibits will clearly identify the individual or group responsible for the contents. The intent of displays and/or exhibits is not for commercial gain. Specific price information shall not be listed. Contact information for artist/exhibitor may be listed.
- In order to provide equitable access, the duration of displays and exhibits from the greater Pullman community shall be for one (1) month. The displayer/exhibitor may request one additional month of showing provided this request be submitted to the library in writing and received by the 20<sup>th</sup> day of the first month. The library will respond to this request prior to the end of the first month. The duration of showings may not exceed two (2) consecutive months. If library facilities are not in use, the displayer/exhibitor may request to have their work re-shown following a hiatus period of one (1) month.
- Neill Public Library does not assume liability for the preservation, protection, or possible damage or theft of any item displayed or exhibited. The displayer/exhibitor assumes all responsibility for display(s) and/or exhibit(s), including the provision of any desired insurance coverage.

- The displayer/exhibitor is responsible for the prompt installation, clean-up, and removal of the display(s) and/or exhibit(s). Access will be scheduled with Library staff. Failure to complete the work within identified timelines may result in denial of access.
- Displays and/or exhibits are open to the public during Library hours.
- The Library may publicize information about displays and/or exhibits.
- All displays and exhibits are displayed in the Library on a voluntary, non-fee basis.
- The Library reserves the right to remove time-dated materials and to refuse display and/or exhibit space to any individual or group whose use or intended use of the space is not in accordance with this policy.

The Library Board of Trustees or its designee is responsible for the administration of this policy, establishing administrative procedures for its implementation, and making it available to the public.

**Violation of these terms may result in denial of future access to display and/or exhibit space.**

*Approved by the Neill Public Library Board of Trustees February 19, 2014*