

DISPLAY CASE EXHIBIT POLICY

PURPOSE

The Library provides opportunities to individuals, community groups and organizations whose objectives are cultural, educational or civic in character to display material temporarily in the designated display case within the Library. The display case is not available for use by for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain. Use of the display case does not constitute sponsorship or endorsement by Flossmoor Public Library or Board of the user or the user's beliefs. The Library will not discriminate in making the display case available for use on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation or physical limitation. Use of the display case must follow conditions established by the Board of Trustees. The following conditions and regulations apply:

IDEMNIFICATION

All materials displayed in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damage or loss suffered on its premise, nor for the costs of insurance coverage. A signed Release Form must be on file with the Library.

ONE-MONTH EXHIBITS

Each exhibit is scheduled for the period of one calendar month. The display period begins on the first day of the month and ends on the last working day of the month.

NO FEE

The Library does not charge a fee for the display of materials in the display case.

PRIORITIES

Priorities for the use of the display case will be determined in the following order:

1. Flossmoor Public Library and Library related groups;
2. Official agencies and local governments serving Flossmoor;
3. Individuals residing or organizations based in Flossmoor;
and
4. All others.

An individual or organization may appear on a Submission Form as an applicant only if that individual or organization has not appeared as applicant on any Submission Form submitted to the Library in the previous 364 days.

PROCEDURE FOR REQUESTING THE DISPLAY CASE

Request Forms

To request the use of the display case, an individual or not-for-profit organization, as either exhibitor or sponsor, must return a completed Display Case Exhibit Submission Form to the Business Office. The Submission Form must provide the full legal name of the individual or organization that is applying. It must also provide the name and telephone number of an individual whom the Library may contact to notify the applicant of an available date for the display and receive questions and comments regarding the exhibit. Request forms are available at the Patron Services Desk.

Month of Display

Applicants may state their preferred month on the Request Form. The Library will make an effort to accommodate this preference, but cannot guarantee that they will be accommodated. The Library reserves full rights to determine and regulate the time and manner in which the material will be displayed.

Processing Request Forms

The display case is generally made available, upon submission of a Request Form, on a first-come, first-serve basis, but follow the priorities outlined above. The Library reserves the right to require any individual or organization to change its approved date to another date. Notice will be given to the person signing the application.

Notification of Acceptance

The Library will notify each applicant of the availability of the display case for an exhibit before the first working day of the exhibit month. Notification is given to the contact person listed on the Request Form.

Installation and removal of displays

A signed Release Form must be on file before installation begins. It is the applicant/exhibitor's responsibility to contact the Library in advance to arrange for the installation and removal of displayed materials from the display case. Failure to do so may result in cancellation of the exhibit and/or removal of the exhibit materials. Exhibits must be removed by the exhibitor by closing time on the last day of the month, after which time, they may be removed by the Library staff. Library staff is not available to assist persons installing or removing displays.

Revised by the Board of Trustees: December 9, 2014

Reviewed by the Board of Trustees: November 12, 2019

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