

# Exhibit Policy

Florence County Library System

Approved by the Board of Trustees February 1, 2021

## Purpose

The purpose of the exhibit policy is to allow community groups, organizations, and individuals to create displays and exhibits of an educational, cultural, civic, or charitable nature in the library's exhibit spaces.

## Exhibit Procedures

**Applications and scheduling:** Those wishing to provide an exhibit must fill out a display/exhibit application form, subject to the following guidelines:

- Exhibits must be scheduled at least 30 days in advance and may be scheduled up to six months in advance.
- Exhibits are scheduled on a first-come, first-served basis, with the Library's use of exhibit space taking precedence over other uses.
- Exhibits are typically scheduled for one month.

**Content of exhibits:** Exhibits should be of an educational, cultural, civic, or charitable nature, and are subject to the following guidelines:

- The Library does not endorse the beliefs or viewpoints of materials displayed under this policy.
- Exhibits should include the name of the presenting group or individual.
- Exhibit space is not available for commercial advertising or advocacy for specific political candidates, campaigns, or parties.
- Exhibits may not contain requests for donations or any other solicitation.
- The Library reserves the right to accept or reject a display application for any reason, including but not limited to content, quality, scheduling, size, condition, fragility, etc.

**Exhibit placement and removal:** Exhibitors are responsible for setting up and removing exhibits themselves, subject to the following guidelines:

- Set-up and removal times will be scheduled by the Library to minimize interference with daily operations.
- The Library does not provide supplies, storage space, labels, or staff assistance in the setting up and removal of exhibits.
- Any art for exhibit must be suitably framed and include hanging or mounting apparatus.

Note: exhibits scheduled for the Dr. N. Lee Morris Art Gallery may be subject to additional stipulations.

**Liability:** The Library accepts no responsibility for the protection or possible damage or theft of any item exhibited. All items placed on exhibit are done so at the owner's risk. Exhibitors will provide a full list of items to be displayed, including monetary value, prior to installation.