



## **Exhibits and Displays Policy**

Exhibit and display spaces are used primarily for the promotion of library materials, programs, and services, and preference shall always be given to library needs. When these spaces are not otherwise in use, the library may provide, at its discretion and subject to the stipulations below, space for the display or exhibit of collections or materials which are of general interest to the public.

Displays or exhibits promoting local educational, cultural, or recreational opportunities are encouraged. A personal or private collection must be of interest and acceptable to the general public. The following categories of exhibit material are specifically excluded: displays which only serve to advertise active business or commercial ventures; and partisan materials which promote current political candidates, campaigns, parties, or issues. The library reserves the right to approve the content and arrangement of all exhibits, and the director shall make the final determination as to whether materials comply with these guidelines.

Requests for display space will be made on the Exhibits and Displays Reservation Form and approved by the Director. Groups or individuals may reserve the display cabinets at the Ottawa Library Location up to two (2) months in advance; requests for space are filled on a first-come, first served basis. Displays will stay up at least one (1) and no more than two (2) weeks.

The presence of a particular display in the library does not necessarily indicate that the library either advocates or endorses the viewpoints of exhibits or exhibitors.

The library assumes no responsibility for the preservation, protection, or possible damage or theft, of any item exhibited or displayed. Items are placed on display in the library at the owner's risk. All exhibitors shall list all items to be displayed and sign a form that releases the library from any responsibility for exhibited items.