

8G | Displays and Exhibits**Revised:** 1/8/25**Purpose**

The Roselle Public Library District (“the Library”) welcomes the opportunity to allow community groups, organizations, or individuals to use its designated areas of the Library for displays and exhibits for informational, educational, and entertainment purposes, including: collections, works of art, literature, ephemera, items of general interest, etc.

Guidelines

Acceptance of any display/exhibit materials by Library personnel does not constitute an endorsement of the exhibiting group’s or individual’s policies or beliefs. The Library’s Executive Director, or their designee(s), will be responsible for accepting and coordinating displays/exhibits and maintaining contact with those installing the display/exhibits, and for resolving any display conflicts. **The Library reserves the right to deny an application to display in the Library if it does not meet the criteria or follow the guidelines below, as well as for any other reason.**

Priority for the use of designated display/exhibit areas will be given in the following order:

1. Library sponsored programs, initiatives, collections, and materials; and those of library-related organizations like the Friends of the Library and the Roselle Public Library Foundation.
2. Official agencies and local governments serving residents in the Roselle Public Library District.
3. Individuals residing or organizations based in the Roselle Public Library District.
4. Other groups or individuals not meeting the above descriptions.

Displays/exhibits are generally scheduled for one (1) calendar month and will not exceed three (3) calendar months. Publicity for a display is the responsibility of the exhibitor, but Library personnel may elect to feature a display on its website or social media channels if it deems it appropriate to do so.

All display materials must be picked up by the exhibitor within seven (7) days of the end of the display, or the materials will be deemed abandoned and will be disposed of at the Library’s discretion. The Library will not return or ship any display materials that are not collected by an

exhibitor. Storage in the Library is extremely limited and therefore not available before or after an exhibitor's display dates.

All materials are displayed at the sole risk of the exhibitor(s). All materials on display at 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 of Trustees do not assume responsibility for damages or loss suffered on its premises, for any reason, nor the cost of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display/exhibit. The Library does not carry insurance on any items owned by the exhibitor. Exhibitors who are concerned about theft, damage, or loss of display materials are encouraged to insure the items on display; any such insurance shall name the Library as an additional insured.

All exhibits are required to sign the associated form which releases the Library from any responsibility for displayed items.

Prohibited Displays/Exhibits

The material displayed and the manner in which it is displayed will be regulated to the extent necessary to prevent the display's physical characteristics/make-up from interfering with Library patrons' or staff's use of the facilities for study, work, learning, and leisure. The Library welcomes expression of all viewpoints, but displays may not:

1. Violate Library policies or ordinances, or local/state/federal law;
2. Advertise commercial endeavors;
3. Advocate the election or defeat of specific candidates or propositions, or seek to influence the votes of a legislative body or the policy decisions of a governmental body;
4. Solicit membership for political or religious organizations;
5. Threaten violence or intimidation of any individual or group; or
6. Contain material that is obscene, defamatory, or invades a particular person's privacy may not be displayed.

Prices may not be affixed to any materials or works of art on display, though an exhibitor's name and contact information may be posted. The Library will not facilitate the sale of any materials.

Unauthorized materials, such as flyers, posters, leaflets, tracts, business cards, advertisements, etc., are not allowed in the Library and will be promptly removed and disposed of.

If any display/exhibit is found to be in violation of this policy, the Executive Director, or their designee(s), will order it to be removed immediately, and the exhibitor(s) may be prevented from using display space in the future.

Exhibit Areas

The Library has two (2) main exhibit areas:

1. A display case (glass enclosed, lit, and secured) on the first floor.
2. A hanging art/photograph wall display on the first floor.

The Library does not accept applications from external parties to display materials or information in the jointly-owned Story Walk® at Roselle Park District's Kemmerling Park.

Adopted: 11/89

Revisions/Reviews: 2/9/22, 4/10/19, 8/17/11, 6/21/06

