

Display/Exhibit Policy

Adopted by the Board of Trustees of the Clinton Public Library on the 17th day of July, 2000.

The Clinton Public Library provides display and exhibit spaces at no charge on a reserved basis to governmental agencies, not-for-profit organizations, local businesses, schools and universities, and to groups and individuals engaged in educational, civic, cultural, intellectual, and charitable activities. The Clinton Public Library reserves the right to limit the content, size, number of items, schedules of any display, and the frequency with which the individual, group, or organization shall sponsor a display.

A statement of sponsorship of the display shall be included in all displays. Permitting the use of library display and exhibit areas does not constitute an endorsement by the Clinton Public Library of policies or beliefs presented in the display or exhibit. In general, materials or services may not be offered for sale, however, information concerning local businesses and service providers may be provided by a display or exhibit.

All display/exhibit scheduling at the Library is coordinated by the Director of the Clinton Public Library:

Becky Edington, Director, 313 South Fourth Street, Clinton IN 47804, ph: 765-832-8349 or email director@clintonpl.lib.in.us

Reservations for display and exhibit areas may be made up to a year in advance. Library sponsored displays and exhibits will receive priority scheduling. All displays and exhibits areas are to be pre-approved at least 2 weeks in advance of use. Generally, exhibits and displays are scheduled on a bi-weekly or monthly basis starting with the first and 15th and ending with the 15th day and last day of the month.

Applications, display and exhibit guidelines may be obtained by contacting Becky Edington, director.

Displays and exhibits housed in the Young Adult Department of the Library should appeal to children, teenagers, childcare providers, and or teachers.

Displays and exhibits housed in the Children's Department of the Library should appeal to children, childcare providers, and teachers.

The Clinton Public Library may use the display or exhibit provider's name, name of the exhibiting group, and other posted information for press releases, marketing campaigns, the Library's newsletter, and other Library related publicity.

All displays and exhibits are available for viewing by the public during all open library hours.

The Clinton Public Library assumes no responsibility for loss of or damage to display and exhibit materials and all items are displayed at the Clinton Public Library at the owner's risk. All exhibitors are required to sign a form, which releases the Clinton Public Library from any responsibility for exhibited items.

Guidelines for Displays/Exhibits at the Clinton Public Library

1. The Clinton Public Library provides display and exhibit spaces at no charge on a reserved basis to governmental agencies, not-for-profit organizations, local businesses, schools and universities, and to groups and individuals engaged in educational, civic, cultural, intellectual, and charitable activities.
2. The Clinton Public Library reserves the right to limit the content, size, number of items, schedules of any display, and the frequency with which the individual, group, or organization shall sponsor a display.
3. Exhibits and displays are scheduled on a bi-weekly or monthly basis starting with the first and 15th and ending with the 15th day and last day of the month.
4. It's the responsibility of the exhibitor to set-up and remove the display or exhibit.
5. All displays and exhibits must conform to the size of the assigned display or exhibit area. No displays or exhibits may be mounted outside of the display area or to walls or ceilings.
6. Individuals or groups using the Library's display and exhibit spaces may not install the display prior to the date on which their space reservation begins. Exhibitors may not move any existing exhibit or library materials during the installation of the display or exhibit.
7. The Clinton Public Library reserves the right to cancel any exhibit should conditions or situations warrant such action.
8. The Clinton Public Library assumes no responsibility for loss of or damage to display and exhibit materials and all items are displayed at the Clinton Public Library at the owner's risk.
9. A statement of sponsorship of the display shall be included in all displays.
10. The Clinton Public Library will not provide storage for the property of individuals or groups displaying items in the Library.

Application for Display/Exhibit Space

Name of Group or Organization:
Name of Applicant:
Address:
Phone number:
E-mail Address:
Display space requested:
Date of Display:
Description of Display/exhibit:

I, the undersigned provide the above mentioned materials for display and or exhibit at the Clinton Public Library for the time period indicated on this form. I agree the Clinton Public Library shall have no liability whatsoever for loss of or damage to display and exhibit materials and the Clinton Public Library reserves the right to limit the content, size, number of items, and schedules of any display.

Signature

Date