



**Elmwood Park**  
PUBLIC LIBRARY  
explore. connect. create.

## **Displays & Exhibits Policy**

### **Purpose**

The Library provides opportunities to individuals, community groups and organizations whose objectives are cultural, educational, or civic in character to display materials temporarily in the designated display case within the Library or designated wall space. The display case or wall space 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 or wall space does not constitute sponsorship or endorsement by the Library of the user or user's beliefs. Use of the display case or wall space must follow conditions established by the Board of Trustees. The following conditions and regulations apply:

### **One-Month Exhibits**

Each exhibit is scheduled for the period of one calendar month. The display period begins on the first working day of the month and ends on the last working day of the month, but can be extended at the discretion of staff members responsible for bookings.

### **Priorities**

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

- 1) Elmwood Park Public Library and Friends of the Library;
- 2) Official agencies and local governments of Elmwood Park;
- 3) Individuals residing or organizations based in Elmwood Park; and
- 4) Art exhibits in conjunction with a local school, community group, or artist cooperative.
- 5) 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 6 months.

### **Materials Displayed**

- Exhibit materials must be of an appropriate size and quantity to fill the display case or be able to be mounted to the Library's art hanging system. Each exhibit must conspicuously contain the name(s) of the exhibitor and sponsor of the display. (First name, last initial only will be adhered to for displays by minors)
- The Library will not facilitate the sale of any materials. Prices may not be affixed to any material on display. However, the Library can keep business cards or contact information

for people inquiring about collectibles or art, with the express permission of the display applicant.

- All materials 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 damages or loss suffered on its premises, 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.
- The Library does not carry insurance on any items owned by the exhibitor. Exhibitors are encouraged to insure any valuable displayed materials.
- The Library will not provide storage for the property of organizations or individuals displaying in the Library. All exhibitors are required to sign the attached form, which releases the Library from any responsibility for displayed items.

### **Prohibited Displays**

The Library welcomes expression of all viewpoints, but displays may not advertise commercial endeavors, advocate the election of specific candidates or seek to influence the votes of a legislative body or the policy decisions of a governmental body. Furthermore, to prevent injury to Library patrons, material that threatens violence or intimidation of any individual or group; is obscene, defamatory, or invades a particular person's privacy may not be displayed.

### **Removal of Materials by Library**

The Library will remove any materials or displays violating these policies from the display case immediately. The Library may also remove any materials not removed from the display case by the Library's closing hour on the last working day of the month. The Library will not be responsible for the storage or condition of any materials removed. All material for display must be picked up within 30 days of the end of display or it may be disposed of or donated at the Library's discretion.

### **Policy Review and Revision**

Elmwood Park Public Library Board of Trustees will review this document at least biennially. Approved and Adopted by the Library Board of Trustees, May 2013, April 2017, October 2019

**ELMWOOD PARK PUBLIC LIBRARY  
EXHIBIT REQUEST AND RELEASE FORM**

Persons or organizations interested in reserving a specific time period for an exhibit or display should speak with Circulation Services staff at 708.453.7645 or visit us at:

Elmwood Park Public Library | 1 W. Conti Parkway | Elmwood Park, IL 60707

Once a reservation time has been made, the following reservation/release form must be signed by both staff and exhibitor:

**EXHIBIT RELEASE FORM**

Please mark: Adult Display Case \_\_\_\_\_ Kids & Teens Case \_\_\_\_\_ Wall Mounted Art \_\_\_\_\_

Please read carefully before signing:

\_\_\_\_\_  
Person responsible for exhibit

\_\_\_\_\_  
Address of applicant

\_\_\_\_\_  
Contact information for applicant (phone or email):

I, (print name) \_\_\_\_\_, hereby lend the following materials to the Elmwood Park Public Library, for exhibit purposes only. I have read the Library's official **Exhibit Policy** and understand it. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

My display/exhibit is for display cases only. Yes \_\_\_\_\_ No \_\_\_\_\_

My display/exhibit can be hung or displayed on shelves, which are accessible by the public.  
Yes \_\_\_\_\_ No \_\_\_\_\_

Description of materials to be placed on public display.

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

Staff member signature \_\_\_\_\_

Date \_\_\_\_\_

