

EXHIBITS AND DISPLAYS

POLICY QUESTIONS TO ADDRESS

1. Why does the library create or authorize the creation of exhibits and/or displays?
2. What type(s) of items may be included in an exhibit or display?
3. How do exhibits and displays support the library's goals and objectives?

DEFINITIONS

1. What is an *exhibit*?
2. What is a *display*?

REGULATIONS QUESTIONS TO ADDRESS

1. Are exhibits and/or displays only created by library staff or are other organizations and individuals authorized to mount exhibits and/or displays in the library?
2. If other organizations and individuals are authorized to mount exhibits and/or displays,
 - a. how do they indicate their interest in mounting an exhibit or display?
 - b. what criteria are used to determine which exhibit or displays will be accepted and who is responsible for enforcing the criteria?
 - c. are there guidelines for signage, size, content etc. which must be observed?
 - d. is there a Release from Liability which must be signed which describes and limits the library's responsibility in the event the exhibit or display is damaged or items become lost?
 - e. may exhibits or displays contain items (such as art work, crafts etc.) which are for sale?
 - f. may the exhibit or display contain the name, address and phone number of the person/group responsible for the exhibit or display?
3. Who is responsible for the content and quality of exhibits or displays produced by library staff?
4. How are exhibits or displays scheduled and by whom?
5. Where may exhibits or displays be mounted?
6. If more than one area has been designated as an exhibit or display area, do the regulations vary from area to area? If so, which regulations apply to which area?
7. Is there a maximum, minimum or fixed period for exhibits or displays?
8. Under what circumstances, if any, are library materials used in exhibits or displays?
9. If library materials are used in exhibits or displays, are the materials available for circulation? If they are not available for circulation, may reserves be placed on them?
10. If there are complaints about how the Exhibit and Display policy or how it was implemented,

- a. to whom is that complaint made?
 - b. what process will be followed to address the complaint?
11. If there is a complaint about the content of an exhibit or display,
- a. to whom is that complaint made?
 - b. what process will be followed to address the complaint?

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