

Hanover Public Library POLICIES

Policy Title: **Library Display Policy**

Policy type: Operational

Revision date: January 25, 2013

Signature of Chair:

Purpose:

The Hanover Public Library houses a display cabinet, bulletin board, and occasional display spaces. The purpose of the Library's display facilities is to fulfill its mission to be a community hub and source of local information, to promote life-long learning, foster an appreciation of local heritage, and to increase public awareness of the Library's resources.

Policy statements:

Bulletin Board:

The Hanover Public Library provides a Community Non-Profit Bulletin board. Poster space is available on a first come first served basis, to non-profit, advocacy, and civic organizations advertising charitable, cultural, social, educational, and recreational events. Local means within Grey and Bruce counties, with priority for locations within West Grey, Brockton and South Bruce.

Limited space is also available to local providers of services in support of literacy, life-long learning, mobility, health, family and seniors support, and local civic and social services.

All notices must be submitted to library staff for approval and display. Notices posted without library approval will be removed and discarded.

The notice boards in the hallway are for library notices, library events and library sponsored events only.

Displays and Exhibits:

The Hanover Public Library provides a display case, and occasional display spaces, for public and Library use. Exhibits using these facilities shall further one or more of these purposes:

- to call attention to a theme related to the Library mission, services, collections or programmes
- to highlight current issues, events or other subjects of public interest
- to display heritage materials relating to our community's history
- to display high quality original art, crafts, photographs or writings created by local artists or relating to local topics of interest
- to display interesting collections or hobbies of local residents

The Library reserves the right to refuse display space to exhibits that, in its opinion, do not further the purposes listed.

Granting of permission to display materials does not imply Library endorsement of content.

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The Library does not accept responsibility for the accuracy or impartiality of information provided in any display.

Displays of original art (other than those covered by the Town of Hanover Public Display of Art policy) will only be accepted from members of the Hanover Public Library.

Approval to display materials will be based on the following guidelines:

- a) The material is submitted by the owner or creator
- b) The content is appropriate, in the Library's opinion, for display in the public library
- c) The display can be accommodated in the space available

The name and contact information for the group or individual preparing the display must be a part of the display.

The Library assumes no responsibility for theft, loss, damage or destruction of items left for display. Insurance must be provided, or explicitly waived by the owner.

The library display space may not be used to solicit funds, or promote sales of goods, other than those that further the goals of the Hanover Public Library.

For the display cabinet: Minimum display period of one month applies. Any one group or individual may be limited to one display per year.

Library-produced or solicited displays have priority over displays proposed by non-Library groups or individuals.

Requests from Town departments and particularly the Heritage Committee, take precedence over public requests for display space.

The Library Display policy does not cover wall display of art works in the Civic Centre – see the separate Town of Hanover "Public Display of Art" Policy.

Procedure:

- 1) Interested individuals complete and submit a written description of the materials for display, with pictures if appropriate.
- 2) Requests will be reviewed and approval determined by the library staff or Board.
- 3) Upon approval to display the artwork, the individual is required to:
 - a) complete and sign the "Acknowledgment of Terms" form.
 - b) arrange with library staff the location and start and end dates of the display
 - c) pack and transport their display to and from the designated location.
 - d) provide their name and contact information in a form suitable for display.
 - e) provide primary insurance, if they choose to, for their materials during transportation and the designated display period and confirm coverage by contacting their insurance provider for their homeowners policy.
 - f) arrange a time, and arrive promptly to set up the display, and remove it at the end of the display period.

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Library Display - Acknowledgement of Terms:

* Note: to be completed upon approval.

Description:

Location: _____

Duration: From: _____ To: _____

I, _____, acknowledge the following:

- I have read and understand the Library Display Policy
- I will contact Library staff to arrange a time to set up the display and to remove it at the end date.
- I am responsible for primary insurance as the owner of the display materials. Should I choose to provide such coverage, I will confirm coverage with my homeowner's insurance provider.
- I understand the display must be appropriate for display in public spaces and that the Library has the right to refuse a display or item.
- I have provided the above noted materials, on loan, for display at the Library for the duration noted.
- I will not hold the Town of Hanover, Town staff, Hanover Public Library Board, Hanover Public Library Staff or any related groups responsible for damage or loss that may result.

Insurance coverage: () Provided () No - Waived

Name: _____
(please print)

Date: _____

Signature: _____

Parent / Guardian (if individual is under 18 years of age):

Name: _____
(please print)

Date: _____

Signature: _____