

Policy and Procedure Manual	Section B.3
Public Policy Display Policy	Issued :September 20, 2004 Amended February 20, 2017  Approving Authority: Board of Library Trustees

### Display Policy

The Orland Park Public Library welcomes the opportunity to allow individuals, community groups, and organizations, to submit for approval collections for the various display areas of the library. The purpose of the library's display facilities is to increase public awareness of the library's resources and to fulfill its mission to promote intellectual freedom, life-long learning and the enhancement of educational, historical, cultural, civic and recreational activities. Exhibits are not accepted for entrepreneurial or commercial purposes, for solicitation of business, for profit or fundraising by outside groups. Religious and political recruitment are similarly prohibited. Exhibits and collections shall further one or more of these purposes:

1. To display high quality original art, crafts, photographs or museum pieces.
2. To display interesting collections or hobbies of local residents.
3. To display the collections of historical societies, clubs and organizations.
4. To highlight the activities or issues of interest to, local organizations and agencies engaged in educational, historical, recreational, cultural, intellectual, or charitable activities.
5. To promote a theme related to library services, collections, or programs.
6. To bring together library materials from several subject areas that relate to a theme of current interest.
7. To highlight current issues, events, or other subjects of public interest.

The final decision as to suitability of materials in the display area will be made by the corresponding departments of control and the Library Director. The library reserves the right to refuse display space to any exhibit. The library does not accept responsibility for ensuring that all points of view are represented in any single display.

Granting of permission to display materials does not imply library endorsement of an exhibit's content; nor will the Library accept responsibility for the accuracy of statements made in such materials or the exhibit. The Library assumes no responsibility for the preservation, protection, loss, damage, theft or destruction of items left for display. Groups or individuals must provide their own insurance on the items they display at the library. All items placed in the Library are at the owner's sole risk. The exhibitor will be responsible for delivery and removal of the exhibits and displays. The exhibitor must remove all packaging materials from the Library once the exhibit has been installed, and the exhibitor is responsible for bringing all necessary packaging materials for removal of the exhibit during deinstallation. On delivery of the exhibits to the Library, the exhibitor will assume responsibility for the installation and arrangement of the exhibit with the typical display equipment [provided by the Library and subject to the direction and approval of Library staff. If the exhibitor requests any display equipment which the Library does not have available, such equipment must be approved by the Library and shall be provided at the exhibitor's expense. The exhibitor is not allowed to alter walls or hanging spaces, to put holes in the walls or to damage any structure in the Library and shall be responsible for any damage to Library property. The exhibitor may not, to better present his or her work, alter any part of the Library's structure. Items shall not be placed in locations such that they create a hazard for visitors.

The Orland Park Public Library shall have the final decision on the arrangement of all exhibits and displays and reserves the right to reject any or all parts of an exhibit or change the manner of the display.

The library will not provide storage for the property of organizations or individuals displaying in the library. All displayers are required to sign an Exhibit Release which releases the library from any responsibility for display items. The exhibitor acknowledges that no bailment is intended by this Policy.

The Library does not regulate the content of an exhibit but has the right to refuse any exhibit that it deems inappropriate in light of the Library's mission. In addition, an exhibit:

- Shall not violate state or federal laws prohibiting obscenity, libel, defamation of character, invasion of privacy or dissemination of indecent material to minors;
- Cannot directly or indirectly solicit donations;
- Cannot contain nudity or sexually explicit materials;
- Cannot exhibit items being offered for sale; and
- Cannot contain items that would reasonably be deemed to be a threat to public health or safety, including but not limited to open flames, flammable or combustible containers, hazardous chemicals and materials, fireworks, smoke machines or pyrotechnics of any type.

All exhibits are chosen without regard to race, gender, disability, culture or sexual orientation.

Displays may not oppose or support either a candidate for elective office or an issue appearing on the ballot.

Name and contact information for the individual or group loaning the display may be a part of the display.

Library display space may not be used as a sales gallery.

The Board of Library Trustees reserves the right to amend this policy at any time. The Library reserves the right to cancel any reservation for a display due to unforeseen circumstances. The Library may also deny access to the display areas to an individual or group that has failed to follow the rules and regulations for displays.

The Library reserves the right to use images of any booked collection to promote exhibitions.

The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date. In the event that the exhibitor does not reclaim the display materials within thirty (30) days of the end of the scheduled display, the Library will give written notice to the owner that the exhibit is to be considered abandoned. The notice states a date after which the Library will dispose of the exhibit in whatever manner it sees fit.

Each display exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library publications and on the Library website.

The exhibitor hereby grants to the Library the right to use the exhibitor's name, the exhibit/artwork's name, any photographs, pictures and recordings of the exhibit/artwork and exhibitor for publication and use as the Library deems appropriate.

The exhibitor gives the Library permission to allow the exhibitor's exhibit/artwork to be included in any motion picture, television production, photograph's and/or still photo shoots taken within the Library. In addition, the exhibitor gives permission to the production company and/or photographer to exhibit all or any part of film or photographs throughout the world.

All displays and exhibit rules and regulations and policies, as well as any manner not specifically covered in this written policy, are subject to final interpretation review by the Library Director. The decision of the Library Director in all matters shall be final and binding on all exhibitors.

### **Kiosks and Bulletin Boards**

The materials for the Community Connection wall, information kiosks, and free newspaper racks must meet the purpose set forth by number four above and be approved by the Public Information Manager. The Community Connection wall, information kiosks and free newspaper racks are not intended as a forum for the expression of views or opinions of individuals or groups.

Priority for brochures, flyers, free magazines, and free newspapers displayed on the Community Connection wall, information kiosk, and newspaper racks is given in the following order:

1. Library and library groups
2. Official agencies and boards of governments serving the Village of Orland Park
3. Non-Profit groups

#### 4. Businesses for non-commercial use

The Community Connection wall, information kiosk and newspaper racks are located in a public space, so all materials on or in them must be appropriate to viewing by all ages. The information contained therein does not indicate Library endorsement of the ideas, issues or events promoted by those materials.

Organizations wishing to place materials on the Library's Community Connection wall, information kiosk or the newspaper racks must have the materials approved by the Library Director. Unapproved materials and materials posted without authorization shall be removed. In fairness to the numerous community groups, the Library may limit the frequency with which materials may be posted by the same organization.

Under no circumstances may the Community Connection wall, information kiosk or the newspaper racks be used to advertise items or services for sale with the exception of those associated with the Friends of the Orland Park Library or be used for items relating to political campaigns or the adoption of federal, state or local legislation.

All notices shall be posted for as long as possible prior to date of an event, depending upon availability of space. Staff shall promptly remove all notices after an advertised event has taken place. Notices that are not date sensitive may be posted for up to three (3) months, space permitting. Provided, however, notices may be removed when they are no longer timely or when space is required for more current items.

The Library assures no responsibility for the preservation, protection or possible damage or theft of any item posted or distributed. All items placed on the Community Connection wall, information kiosk and newspaper racks or in the Library are done at the owner's sole risk. Materials may not be returned.

The Library Director is authorized to establish reasonable regulations governing use of the display areas.

This policy is not all-inclusive; approval of individual display situations not described here will be determined by the Library Director.

**Adopted by the Orland Park Public Library Board of Library Trustees on September 20, 2004; Amended February 20, 2017**