

**ADRIAN DISTRICT LIBRARY**  
**Adrian, Michigan**

**EXHIBIT AND DISPLAY POLICY**

The Adrian District Library provides space for exhibits and displays of a civic, educational, cultural, or recreational nature. Display areas may also be used for Library purposes such as to display materials from the Library's collection, or to publicize library services, collections, or activities. Thus, this policy does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits and displays pursuant to this Policy.

**I. General Requirements:**

- A. Exhibit and display areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- B. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays.
- C. Exhibit and display spaces shall be used for displays of an educational, cultural, intellectual, charitable or recreational nature. Commercial displays or exhibits, including, the display of any items for sale is prohibited.
- D. All pre-approved exhibit and display spaces within the Library are open to adults and children of all ages and sensibilities.
- E. Display space is limited. The display areas are limited to the following:
  - 1. Lower level lobby to Community Room
  - 2. Lower level Community Room
  - 3. Café (front of the Library; wall space only)
  - 4. Display case (circular, main floor)
  - 5. Tops of book cases (main floor)
  - 6. Other areas as designated by Library Director

## **II. Application and Appeal:**

A. A person or organization (“Exhibitor”) that desires to use the display space must submit an application to the Library Director. SEE EXHIBIT 1: EXHIBIT AND DISPLAY APPLICATION

B. The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of exhibit and display spaces. Applications for exhibits or displays will be reviewed in light of the Library’s educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration.

C. The Library Director or his/her designee shall make the determination regarding the use of exhibit and display spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance. The Library Director or designee’s decision on what will be displayed in its exhibit and display spaces shall be final.

D. Any person or organization aggrieved by the Director or designee’s decision may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director.

E. The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization.

## **III. Display Guidelines:**

A. Exhibit and display space must be reserved in advance.

B. All materials are displayed at the Exhibitor’s own risk. The Library is not responsible for any damage, defacement or removal of the Exhibitor’s material. The Exhibitor shall sign a release of liability.

C. A notice is to be posted with each exhibit or display stating that: “The material within the exhibit is the presentation of [**the Exhibitor**]. The Adrian District Library does not advocate or endorse the viewpoints of exhibits and exhibitors.”

- D. The Exhibitor may be identified by name within the exhibit or display.
- E. The Exhibitor is responsible for installing and labeling the exhibit or display on the agreed upon date.
- F. All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit or display is installed, changes may be made only with Library approval.
- G. The Exhibitor shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee.
- H. The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.
- I. Exhibitors may not charge an admission fee or request donations. Exhibitors may offer the work of art for sale but the Exhibitor is solely responsible for any sale transactions and Library staff will not be involved.
- J. Damages to the premises, equipment or furnishings as a result of the Exhibitor's use will be charged to the Exhibitor.
- K. Wall artwork must be suitably framed and ready for hanging. No artwork is to be attached directly to the wall.

Adopted by the Adrian District Library Board  
January 10, 2017

**EXHIBIT 1**



**143 E. Maumee Street  
Adrian, Michigan 49221-2773  
(517) 265-2265 • Fax (517) 759-3195  
[www.adrian.lib.mi.us](http://www.adrian.lib.mi.us)**

**EXHIBIT AND DISPLAY APPLICATION**

Name/Contact Person \_\_\_\_\_

Organization \_\_\_\_\_

Phone Number \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (other)

Address \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Proposed Title of Exhibit \_\_\_\_\_

Date Preference \_\_\_\_\_

Please describe the civic, educational, cultural, or recreational nature of the exhibit and provide dimensions of the exhibit:

Photographs or links to the artwork on a website of the actual works to be considered for review are enclosed or can be found at: \_\_\_\_\_ (website)

Preferred Exhibit Location – please check:

- Café wall space
- Lower level Community Room
- Lower level lobby to Community Room
- Display tiers (black, main floor)
- Tops of book cases (main floor)

By signing this application, the Corporation, Organization or Individual (“Applicant”) identified above agrees to indemnify and hold harmless the Adrian District Library, its agents, employees, officers and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Library, exhibits and display areas, its furnishings or equipment by the Applicant. The Applicant also agrees to pay for any damage caused by its use of the exhibits or display space. If signing on behalf of a Corporation or Organization, the person signing this Application agrees that he/she has authority to sign on behalf of the Applicant.

The Applicant acknowledges that the Library is not responsible for any damage, loss or destruction to its property that is exhibited or located in the Library and hereby releases the Library from any liability for such loss, damage or destruction. The Applicant acknowledges receipt of the Library’s exhibit policy and agrees to abide by the policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted by the Adrian District Library Board  
January 10, 2017