

Library Staff Circular

Date Approved by the Board of Trustees: August 19, 2008

Subject: **Exhibit Request Policy Form**

## Tuscaloosa Public Library

1801 Jack Warner Parkway

Tuscaloosa, AL 35401-1099

Phone: (205) 345-5820

Fax: (205) 758-1735

This application must be completed by the President, Chairperson, or other responsible official of the organization desiring use of the Library exhibit space or by the individual responsible for the exhibit.

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone#(s): \_\_\_\_\_ Email: \_\_\_\_\_

Nature and purpose of exhibit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Month/year requested for exhibit space: \_\_\_\_\_

Exhibit space requested (circle selection): Main Library: Atrium exhibit case(s) – 1 or 2 or  
Cabell exhibit case Taylorville Brown Branch Weaver Bolden Branch

I have read and understand the Tuscaloosa Public Library Exhibit Guidelines, a copy of which was given to me with this application.

I guarantee in the name of my organization or for myself \_\_\_\_\_.

1. To abide by the Library Exhibit Guidelines;
2. To assume responsibility for any damage to the exhibited materials;
3. To arrange the date and time of installation 1 week prior to date of exhibit with the Assistant Director or designee by calling (205) 345-5820;

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

Approved Not Approved Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date requestor was notified of decision: \_\_\_\_\_

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## **Library Exhibits**

### **Policy Statement**

The Tuscaloosa Public Library provides exhibits that support its mission to provide recreational, cultural, and informational opportunities to citizens of all ages. Library exhibits are designed to promote use of the library and to highlight the variety of library services.

Permission for the public (groups or individuals) to use the Library's exhibit space may be given for educational, artistic, and cultural materials. In general, the library does not accept exhibits of purely commercial nature, unless they have a special educational, informational, or cultural value to the community.

Permission to use the Library exhibit space does not constitute an endorsement of the content of the exhibit or the views expressed by the exhibitor any more than the purchase of material for the library collection constitutes an endorsement of the contents of the material or the views of its creator.

Exhibit space is available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting the space subject to the regulations and procedures listed below. Anyone who objects to the content of the exhibit may use the form and procedure available for the reevaluation of library exhibits.

The ultimate responsibility for exhibits in the library lies with the Director according to these guidelines as approved by the Library Board of Trustees. In practice this authority is delegated to the Circulation Supervisor who will coordinate exhibits with the library managers and the public wishing to use library exhibit space.

### **Regulations**

All exhibits in the Library will be reviewed using the following criteria:

- Promotes the use of the library and library services
- Promotes the appreciation of books and reading
- Improves access to information for targeted audiences
- Encourages positive community cooperation and support
- Relevant to community needs
- Suitable to physical presentation and exhibit space
- Timeliness
- Quality of presentation

The following categories of exhibit materials are specifically excluded:

- Commercial exhibits
- Partisan political exhibits

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Exhibits which promote doctrinal beliefs or viewpoints  
The Library will not sell items from exhibits nor allow prices to be displayed.

The exhibitor assumes all risk of loss or damage to materials exhibited, as no special exhibit insurance is provided by the library.

All exhibit space in the main library and in the branches is visible upon entering the library and must therefore be appropriate for viewing by patrons of all ages.

The standard time for a display will be one calendar month. Exceptions must be agreed upon in advance of installation of the display.

The name of the individual or organization responsible for the exhibit must be included with the exhibit. Contact information may be included at the discretion of the exhibitor.

The following will be posted as part of all non-library exhibits:

*Exhibits are offered as a community service and do not carry the endorsement of the Tuscaloosa Public Library.*

## **Procedures**

Library staff members who wish to use exhibit space should reserve the space with the Circulation Supervisor as far in advance as possible. Library exhibits are given priority over requests by outside groups. However, retroactively denying outside groups space they have already reserved is to be avoided.

The public is also encouraged to schedule exhibit space in advance. Reservations are accepted up to one year in advance. No standing reservations are accepted from the public. A contact person for an organization or the individual responsible for the exhibit must complete a Library Exhibit Request Form. Signing this request form will acknowledge understanding and agreement to these guidelines.

The library may request a sample of the contents of the exhibit prior to granting a request. The library reserves the right to limit the size, number of items, scheduling and frequency with which an individual or group may have an exhibit.

The library will notify the contact person by letter or telephone to confirm approval or denial of the request to use library exhibit space.

The contact person must notify the library one week in advance of the display date to verify the date and time for installing the display. Displays may only be installed under the supervision of designated library staff.

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All displays must be promptly removed on the date set for removal. The library reserves the right to remove materials from the exhibit space as needed to meet the exhibit schedule. Materials removed from the exhibit will be retained for thirty (30) days before disposal.