

## Exhibit Policy

As part of its public service and information mission, the library makes available exhibit, display, handout literature and bulletin board areas. The use of these areas is intended to increase public awareness of the range of information available in the library and its collections and to make available information created by individuals or community groups. Exhibits and displays are to be of interest to the community. Displays, exhibits, handouts and materials posted on bulletin boards and in other areas are covered by the intellectual freedom policies of the American Library Association's [Library Bill of Rights](#).

Exhibits must be appropriate for the purposes outlined in this policy. Exhibits must be consistent with the representations in the application as approved by the library.

1. The library wishes to provide for the public as many attractive, educational, and cultural exhibits as possible; therefore, interest shown by groups, schools, and individuals in using the library's exhibition space is welcome.
2. The Library Director has the authority to accept or reject requests to set up exhibits. In the event of a negative decision by the Library Director, the Library Board, upon request, will hear an appeal for reconsideration. Appeals must be submitted in writing to the Library Board of Trustees.
3. A locked display case (58H x 48W x 16D) located in the library is available for a one (1) month reservation. An individual or group will not be allowed to exhibit more than once during any twelve (12) month period. A-Frame glass cases are available on request.
4. Reservations for appropriate and approved exhibits may be made through the Library Director or staff designee. Space will be allocated on a first-come, first-served basis.
5. The **Request to Display in the Library** Application Form will be completed by the person or group proposing an exhibit at least one month prior to the display date.
6. Exhibits must contribute to and not detract from the general appearance of the library facility. Exhibits must be in keeping with the library's mission as noted above. The desirable characteristics of exhibits are professional-looking displays with well-thought out themes, relevant materials, and aesthetic appeal.
7. Exhibits must not interfere with regular library activities.
8. Information represented in exhibits shall be governed by the spirit of the Library Bill of Rights and freedom of information concepts. Granting of permission to use library facilities does not constitute an endorsement by the library staff, the library trustees, or the Township Committee of the content of the exhibit, the materials exhibited, of the exhibitor(s), or their viewpoints.
9. The Library will do its best to maintain proper security for materials during the exhibit, but there must be a clear understanding that the library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library for exhibit are placed at the owner's risk. It is solely the responsibility of the exhibitor to provide for any necessary insurance coverage for loss or damage. The "Request to Display" Form includes a waiver to this effect which must be signed by the person or organization exhibiting materials in the library.

10. No group or individual other than the Friends of the Pennsauken Free Public Library shall be permitted to place in the library any receptacle for the purpose of soliciting donations, advertising commercial products or fee-based services.
11. It is the responsibility of the exhibitor to set up and remove the exhibits during regular library hours. Set up and removal times must be arranged with the Library Director or designated staff member.
12. The Library Director shall have the final decision on the content and arrangement of all exhibits. The Library Director reserves the right to reject any part of an exhibit or to change the duration of the display.
13. All publicity material relating to exhibits shall be submitted for approval by the Library Director.
14. All exhibits are free and open to the public.
15. Library and Friends of the Pennsauken Free Public Library initiated exhibits will be given priority.
16. The burden of fulfilling the requirements of the library exhibit policy is solely the responsibility of the exhibitor.
17. Each exhibit will contain the following:
  - a. Title/Theme
  - b. A brief description (including the purpose of the exhibit)
  - c. Person or group responsible for the exhibit
18. The library will not accept displays endorsing a political candidate or party. In accordance with the American Library Association policies on exhibits, displays are developed with a broad spectrum of opinion and a variety of viewpoints.
19. Exhibits cannot be scheduled more than one year in advance.
20. It is the exhibitor's responsibility to install the display on the date specified, remove it as agreed, and to ensure the safe and secure attachment of the exhibit.
21. Background information about the exhibitor and the exhibit should be submitted to the Library Director or staff designee one month prior to starting date. The exhibitor shall submit all publicity material relating to exhibits at least one month before the exhibit for approval by the Library Director.
22. The library will not promote for sale, nor sell, any displays.

**This statement of the Pennsauken Free Public Library Exhibit Policy is to be read by each exhibitor and signed in duplicate. One copy is to be kept by the exhibitor and one returned to the library before the exhibit is installed.**

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**Signature**

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**Date**

*Approved by the Board of Trustees: September 28, 2020*

# Request to Display/Exhibit in the Library Application Form

Pennsauken Free Public Library  
6505 Crescent Blvd. Pennsauken, NJ 08110  
856-665-5959 FAX: 856-486-0142

## Contact Information:

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

Name of individual or group wishing to display/exhibit: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Exhibitor:** (Please provide the following information) Exhibitor bio, history of work, previous exhibits:

**Group/organization:** (Please provide the following information) Brief history of organization, mission statement, previous exhibits:

**Display/Exhibit Information:**

Description: (title/theme, purpose of exhibit, number of items, approximate size)

**NOTE: This application and all publicity material related to this display/exhibit should be submitted for approval to the Director or staff designee at least one month prior to the display date.**

**Proposed Display/Exhibition Dates:** Opening \_\_\_\_\_ Closing: \_\_\_\_\_

Set-up date: \_\_\_\_\_ Take-down date: \_\_\_\_\_

**Display Type:** Vertical Glass Display Case \_\_\_ A-frame Glass Case(s) \_\_\_ # \_\_\_

**Location:** Community Room \_\_\_ Lobby \_\_\_ Magazine Area \_\_\_ Youth Services \_\_\_

**Set-up Needs:**

**Please attach an inventory list with descriptions of items to be displayed and attach a draft of the intended signage (see #17 of Exhibit Policy) that will accompany the display/exhibit.**

**All items placed in the library for display/exhibit are placed at the owner's risk. Exhibitors understand that the library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. It is solely the responsibility of the exhibitor to provide the necessary insurance coverage for any loss or damages that may occur.**

**Name of Exhibitor:** \_\_\_\_\_ (PRINT)

**Signature of Exhibitor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Approved by the Board of Trustees: September 23, 2020*