

## Exhibit Policy

As part of its public service and information mission, the library makes available exhibits, displays and handout literature. Bulletin boards are addressed in the **Public Information Display Areas Policy**. The use of the exhibit and display 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, and handouts 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 the public with 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. Any changes in the exhibit plan, publicity or materials made after the application and prior to display, must be approved by the Director. Failure to obtain such approval may result in the revocation of the approval.
4. The library offers designated display areas for community exhibits. The determination as to which designated display area is best fitted for a given exhibit or display will be determined solely as the discretion of the Director or designee. These spaces may be reserved for a period of one (1) month.
5. An individual or group may exhibit no more than once within a twelve (12) month period. Extended display periods may be granted with prior approval from the Library Director. Additional display options may be available upon request, depending on space and availability. Requests for space 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.
6. 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.
7. 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.

8. Exhibits must not interfere with regular library activities.
9. Information represented in exhibits shall be governed by the spirit of the Library Bill of Rights and freedom of information concepts. Granting 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.
10. 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 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.
11. An exhibit and its materials must be safe and pose no hazard to the public or staff. The exhibitor agrees to indemnify the library against any risks.
12. 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 monetary donations, advertising commercial products or fee-based services.
13. 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.
14. 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.
15. All publicity material relating to exhibits shall be submitted for approval by the Library Director.
16. All exhibits are free and open to the public.
17. The Library, Friends of the Pennsauken Free Public Library and Pennsauken Township initiated exhibits will be given priority.
18. The burden of fulfilling the requirements of the library exhibit policy is solely the responsibility of the exhibitor.

19. Each exhibit should contain the following:
  - a. Title/Theme
  - b. A brief description (including the purpose of the exhibit)
  - c. Person or group responsible for the exhibit
20. 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.
21. Exhibits cannot be scheduled more than one year in advance.
22. 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 installation of the exhibit.
23. Background information about the exhibitor and related publicity materials about the exhibit should be submitted with the application to the Library Director or staff designee.
24. 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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<b>Signature</b>	<b>Date</b>
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***Approved by the Board of Trustees: September 28, 2020, Revised May 20, 2024, Updated December 22, 2025***

# Request to Display/Exhibit in the Library Application Form

Pennsauken Free Public Library  
2400 Merchantville Ave. Pennsauken, NJ 08110  
856-665-5959 ext. 21      FAX: 856-486-0142

## Contact Information:

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

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

\_\_\_\_\_

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

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

**Exhibitor:** (Please provide the following information) Exhibitor bio, history of work, previous exhibits. Attach any additional materials, including proposed publicity.

**Group/organization:** (Please provide the following information) Brief history of organization, mission statement, previous exhibits. Attach any additional relevant materials.

**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 the time of application.**

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

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

**Display Type (Medium/Materials):** \_\_\_\_\_

**Set-up Needs:** \_\_\_\_\_

**Please attach an inventory list with descriptions of items to be displayed and attach a draft of the intended signage (see #19 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 damage that may occur.**

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

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

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