

BROOME COUNTY PUBLIC LIBRARY  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Operations	POLICY # <b>5220-1</b>
	EFFECTIVE	March 25, 2003	PAGE 1 OF 2
	SOURCE	Library Administration	
	SUPERCEDE	February 7, 2002	

## DISPLAY/EXHIBIT POLICY

**Statement of Purpose.** The Broome County Public Library provides display and exhibit spaces at no charge on a reserved basis to governmental agencies, not-for-profit organizations, local businesses, schools and universities, and to groups and individuals engaged in educational, civic, cultural, intellectual, and charitable activities. The Broome County Public Library reserves the right to limit the content, size, number of items, schedules, and frequency of all displays and exhibits.

**Sponsorship.** A statement of sponsorship shall be included in all displays. Permission to display does not constitute an endorsement by the Broome County Public Library. Materials and services may not be offered for sale, however, contact information for local businesses and service providers may be included in the display or exhibit.

**Reservations.** Reservations for display and exhibit space may be made up to six months in advance. Library sponsored displays and exhibits will receive priority scheduling. All displays and exhibit areas are to be pre-approved at least 2 weeks in advance of scheduled use. Exhibits and displays are scheduled on a bi-weekly or monthly basis starting with the first and the 15<sup>th</sup> and ending with the 15<sup>th</sup> and the last day of the month.

**Installation and Removal.** It is the responsibility of the exhibitor to set-up and remove the display or exhibit unless prior arrangements have been made. The Library cannot provide storage of the property of individual or groups displaying items in the Library. Individuals or groups using the Library's display and exhibit spaces may not install a display prior to the date on which their space reservation begins. Exhibitors may not move any existing display or exhibit or library materials during the installation of the display or exhibit. Library reserves the right to request removal of any display or exhibit prior to the scheduled end date should conditions and situations warrant such action. Installation will be through use of existing wires and hooks or within modular display units. Nothing is to be adhered to the walls. Exhibitors will be charged for any damage done to the display or exhibit space.

**Publicity Release.** The Broome County Public Library may use the display or exhibit provider's name, name of the exhibiting group, other posted information for press releases, marketing campaigns, the Library newsletter, and other Library related publicity, including the Library website.

**Viewing Hours.** All displays and exhibits shall be available for viewing by the public during open hours of the Library. Displays and exhibits associated with specific departments (i.e., the Local History and Genealogy Center) will be available for viewing during regularly scheduled department hours. All displays and exhibits must conform to the size of the assigned display or exhibit area. No display or exhibit maybe mounted outside the designated area. Please be aware the Exhibit Area may also be used for a meeting room at the same time your exhibit is available for viewing.

**Liability.** The Broome County Public Library assumes no responsibility for loss of or damage to display and exhibit materials and all items are displayed at the owner's risk. All exhibitors are required to sign a form that releases the Broome County Public Library from any responsibility for exhibited items.

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### BROOME COUNTY PUBLIC LIBRARY EXHIBITORS RELEASE FORM

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#### RELEASE

The County of Broome, the Broome County Public Library and their employees are hereby released from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cause of action of any kind and nature arising or growing out of or in any way connected with the Exhibitor's use or occupancy of the Broome County Public Library, or any of the Exhibitor's activities in the Broome County Public Library.

Name: \_\_\_\_\_

**\*\*Exhibit Room:** \_\_\_\_\_

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

(including 2 Display Cases)

\_\_\_\_\_

**\*\*Display Case #1** \_\_\_\_\_

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

**\*\*Display Case #2** \_\_\_\_\_

Dates Requested: \_\_\_\_\_

(1<sup>st</sup> floor cases)

**\*\*1<sup>st</sup> Floor Colonnade** \_\_\_\_\_

Exhibitor Representative, Signature

Library Representative, Signature

\_\_\_\_\_

\_\_\_\_\_

Date

Date