

## **LIBRARY DISPLAY AND EXHIBIT POLICY**

Reviewed January 17, 2001, April 20, 2005, January 2009

Revised May 2013, April 2017

Reviewed 7/21/21

The goals of the Mabel C. Fry Public Library displays are to highlight library and City of Yukon services, educate the public about community resources, and promote lifelong learning.

All displays should be appropriate for library use. Such exhibits and displays are subject to the limitations of space, facilities and staff time.

Exhibits prepared by individuals, institutions or groups, other than the library, can only be accepted by the library with the understanding that such exhibits will be displayed no longer than one month. All must have the approval of the librarian or staff member in charge of displays and exhibits.

Contents and information in exhibits are not meant to reflect the views of the Mabel C. Fry Public Library or the City of Yukon.

The library will try to protect materials displayed but cannot be responsible for loss or damage to such displays or exhibits. Owners of the displayed items will be asked to sign a release form relieving the library and city of liability should damage occur to the displayed items.

Scheduling of all exhibits is to be done through the library staff prior to the time during which such exhibits will be shown.

Posters, displays, exhibits, pamphlets, brochures, leaflets or booklets, may not be exhibited, displayed or placed in any portion of the library without permission of the librarian.

The library will not permit for-profit displays.

Political posters or displays advocating the election or defeat of candidates or other ballot items **will not be accepted for** exhibit.

**Library related displays will receive priority.**

## Display Lending Inventory

Thank you for your willingness to loan items for the Mabel C. Fry Public Library's display. Without your help, completing interesting displays could not be possible!

Name \_\_\_\_\_

Date articles received \_\_\_\_\_ Date articles returned \_\_\_\_\_

Received by: \_\_\_\_\_

Items loaned: Note condition:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_ I understand that my items for display will be kept in a locked display case but items potentially could be taken or damaged.

\_\_\_\_\_ Items in display cases will be on display for one month.

I hereby waive any liability of the Mabel C. Fry Public Library, its employees, and the City of Yukon for any damage or loss of the above loaned items, whether in the Library's locked cases or not, and that any insurance for the items must be secured at my own expense.

\_\_\_\_\_  
Person Loaning Items (signature) Date

Address \_\_\_\_\_

Telephone number \_\_\_\_\_