

Display & Exhibit Policy

Displays are organized by the Library to further its mission to “*provide quality information resources and services to educate, entertain, enrich and strengthen our diverse community.*” The Library reserves the right to determine what displays will be solicited and accepted. The exhibits or displays will meet acceptable community standards. The presence of a particular display in the Library does not necessarily indicate that the Library advocates or endorses the viewpoints of exhibits or exhibitors. Exhibits/displays using these facilities shall fulfill one or more of these purposes:

- A. to promote the Marysville Public Library’s services, collections, or programs;
- B. to highlight current issues, events or other subjects of public interest;
- C. to display arts, crafts, photographs, writings or collections when they promote or complement the mission of Library.

Guidelines for Display

1. Each exhibitor must execute an exhibit agreement with the Library prior to display. If the individual is a minor, a parent or legal guardian shall sign the waiver.
2. Name and contact information for the group or individual preparing the display shall be a part of the display.
3. Lenders will be asked to supply a description of all items lent to exhibits at least four weeks in advance of the exhibit opening to insure adequate lead time in developing signage and writing news releases for the media.
4. The Library will not sell items from the display case nor will selling prices be displayed.
5. Materials exhibited primarily for commercial purposes will not be included.
6. The Library use of display areas takes precedence over any other use and the Library reserves the right to, without notice, cancel the use of the display areas by outside exhibits if the Library Director or Library Board of Trustees determines that the display space is needed for Library purposes.
7. Exhibitors agree to leave their work for the period stipulated in the Exhibitors Agreement and Release.
8. The Library will not provide storage for the property of exhibitors beyond the period specified in the Exhibitors Agreement and Release. Exhibits left beyond this period will be considered abandoned property and will be disposed of accordingly.
9. The Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor’s risk. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.
10. The Library must approve all public relations announcements and advertising prior to dissemination. The Library assumes no responsibility for publicizing exhibits.
11. The Library Director is responsible for the final decision regarding the display arrangement and content.
12. The Library reserves the right to deny or cancel displays at any time for any reason and may waive any display policy. If a display is challenged by anyone, a Library PUBLIC IMAGE STEERING COMMITTEE (made up of 2 Library staff members and 1 Board of Trustees member) will review the complaint and decide if the display or item should be changed.

Exhibitor's Agreement and Release

In consideration for permitting my property to be exhibited at The Marysville Public Library, I

_____ hereby agree that neither The Marysville Public Library nor its Trustees, agents or employees shall be liable for: (1) any theft or damage, by whomever or however caused, or failure to exhibit, store, move, or remove said property; or (2) any injury which I or others may sustain to any degree attributable to, or in any way relative to, the exhibition.

I represent that the exhibition of my property is not prohibited or restricted in any way, and that title to said property shall not be transferred before its removal from The Marysville Public Library.

I agree to indemnify and hold harmless the Marysville Public Library, its Trustees, agents, and employees concerning any claim or action against any of them because of my property and/or its exhibition. By signing this Exhibitor's Agreement and Release, I acknowledge having read The Marysville Public Library Display and Exhibit Policy and hereby agree to comply with all its terms and conditions.

Name of exhibit:

List and describe all items in the exhibit (attach additional paper if necessary):

Delivery Date:

Removal Date:

Dates of Exhibit:

(Signature & Date) _____

(Print name) _____

(Print address) _____

(Telephone Number) _____
