



POLICY ON DISPLAYS

I. Introduction

As an educational and cultural institution, Otis Library welcomes temporary displays and exhibitions of interest and information to enlighten our community.

Otis Library has sole discretion to determine whether to permit the installation of displays and exhibits on library property. The library reserves the right to refuse exhibits that take up disproportionate space, are otherwise unsuited to a public library, or potentially require the library to incur the expense. The library also reserves the right to reschedule, postpone, or remove an exhibit when such a display interferes with library business or service.

II. PERMITTED USES

The library welcomes temporary exhibits and displays that communicate information about civic, cultural, educational and recreational programs of interest to the local community. These displays may include such forms as:

- a. Visual arts, crafts, paintings, drawings, sculpture, other media, and collections
- b. Interactive displays, subject to space constraints and the library's discretion

III. PROHIBITED USES

- a. Materials promoting or advertising a commercial product or service
- b. Materials promoting or opposing candidates for office or other partisan ballot-related issues
- c. Materials clearly furthering a political agenda including but not limited to banners, flags, flyers, and documents
- d. Material that threatens or extols the effects of violence or intimidation of an individual or group
- e. Material that promotes a particular religious belief.

IV. DISCLAIMERS

- a. The library assumes no responsibility for materials equipment or any other article left by the organization, group or individual in the library and will not be liable for loss, theft or damage thereto.
- b. Exhibitors using library exhibit cases or exhibit space assume responsibility for any damage incurred to library property.
- c. The library accommodates requests, as space is available. The library neither advocates for nor endorses the viewpoints of exhibits or exhibitors

V. FLAGS, SYMBOLS AND RELATED MATERIALS

- a. As an inclusive organization in a diverse community, Otis Library often displays materials reflecting the antecedents and cultures of its community members. This may include flags, books, photographs and cultural artifacts. Flags and symbols are limited to those nation states approved for membership in all UN committees.
- b. As with other exhibits and displays, materials falling in the Prohibited Uses Category are banned.

Installation Guidelines

All exhibitions must be pre-approved by the Director of the Library. All items in the exhibitions are to be reviewed and approved in advance of the exhibition. The exhibition rooms are multi-functional; meetings or programs may be held in the space concurrent with the exhibition. Library use of exhibit and display areas takes precedence.

Exhibitors/artists are responsible for the proper and safe hanging of work from the art display system. An artist wishing to use a different method to exhibit his/her work must speak with the Director beforehand. The use of screws, nails, metal fasteners and adhesives such as tape are prohibited. The Library does not provide storage, porter service or special furnishings.

Exhibitions and displays may include information about the artist. Artists wishing to sell displayed materials must arrange in advance with the Director.

Otis Library does not carry insurance on artwork or items loaned to the Library for an exhibition. Exhibitors must sign a release or an insurance waiver before any artwork or materials may be displayed.

Otis Library does not assume any responsibility for the preservation, protection or liability for damage or theft of any displays or exhibitions. All items placed in the care of the Library are at the owner's risk. An itemized list of all artwork or materials with a brief description of each piece must be provided to the Business Office before an exhibition opens. It is the responsibility of the exhibitor to dismantle and remove the exhibit at a designated time. Exhibitors are expected to leave the Library area in the same condition found at the commencement of the exhibition and to reimburse the Library for any damage occurring because of the exhibition.

The following sign will be posted as part of all non-library displays or exhibits: "Exhibits are offered as a community service and do not carry the endorsement of Otis Library."