

W.J. Niederkorn Library

Display/Exhibit Policy

Purpose and use of display space:

As an educational and recreational institution the W.J. Niederkorn Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Individuals or groups may reserve the locked display case located near the library's upper entrance. The utilization of the display case by any group or individual does not imply endorsement or approval by the W.J. Niederkorn Library.

The Library Board reserves the right to reject any display or exhibit, which in the judgement of the library administration is illegal, obscene or which may interfere with the normal operations of the library.

The library assumes no responsibility for the preservation, protection, possible damage or theft of any items displayed or exhibited. All items or materials placed in the library display case are done so at the owner's risk.

Purely commercial use of the display case is prohibited.

Signage:

- Each display must be accompanied by a card indicating who prepared it and who to contact for information.
- Each display must provide a sign announcing the title or theme of the exhibit. The sign should be mounted on sturdy cardstock or poster board and should not be taped to the display case.

Rules and Procedures:

- Reservations may be made up to 12 months in advance and are booked on a first come first served basis.
- No group may reserve the display case more than twice in a calendar year or for more than 30 days at a time without prior approval of the library administration.
- Displays must be removed by the agreed time and should be removed by the individual or group sponsoring the display. Library staff will not provide assistance in setting up or taking down displays. Displays left up after their removal date may be taken down by library staff. The said items and materials will then be considered property of the W.J. Niederkorn Library and disposed of as seen fit by the library.

Re-scheduling and Cancellation:

- While the library makes every effort to honor scheduling commitments, the library reserves the right to postpone, reschedule or curtail an exhibit.
- An exhibit or display may be cancelled at any stage if the exhibitors have not met the agreed upon rules, procedures, signs, conditions, and deadlines.