

## **LIBRARY EXHIBIT/DISPLAY POLICY**

### **I. PURPOSE**

The Apache Junction Public Library has limited display and bulletin board facilities and limits its display areas for use by the library, other City Departments, governmental agencies, public educational institutions, and non-profit organizations. Its use of is to be considered an extension of the services to promote and complement the Library's programs, services and collections guided by the Apache Junction Public Library Mission Statement.

Mission Statement:

“The Apache Junction Public Library is a welcoming destination providing education, technology, information and entertainment, enriching lives of individuals and families in our diverse community.”

The policy is to be inclusive rather than exclusive. The Library displays materials on the basis of the following criteria: artistic merit, aesthetics; exhibit quality that adds to the stature and reputation of the Library; condition of the material, extent to which it is complementary to current Library collections and services; reflects the neighborhood and community served; and/or celebrates local heritage, interests and culture.

### **II. POLICIES**

- 1) All library displays will have priority over non-library displays.
- 2) The Library retains the right to determine the suitability of any proposed exhibition and/or material.
- 3) Requests for use of library display space by the exhibitor must be approved by the Library Director, or authorized person acting in that capacity in the absence of the Director, prior to displaying any materials.
- 4) Exhibitors using the Library for display are financially responsible for damages to Library property caused by the display.
- 5) The library reserves the right to refuse to display materials that are awkward to display or take up a disproportionate space.
- 6) All items exhibited are done so at the owner's risk. Exhibitors using the display areas must agree to hold the Apache Junction Public Library and the City of Apache Junction free of responsibility and without harm for any personal injury or damage or loss of equipment or materials involved in the display as a result of the use of the library facilities.
- 7) Items to be posted/distributed must not be in violation of any federal, state or local laws.

- 8) The length of the display must be agreed upon between Exhibitor doing any display and the Library's Director/designee prior to placing any type of material in the library.
- 9) The Library is not providing a public forum through the use of its display areas so it will not be available to members of the general public for any type of display request they might make.
- 10) Advertising or promoting a purely commercial product or service is not allowed.
- 11) No outside organization or individual shall be permitted to display materials which advocate for a political party, candidate or proposition, or which promote and publicize a single, religious point of view.
- 12) In the course of planning Library displays, the library staff may call upon a group, organization, or individual to assist with a display by providing materials and/or help with arranging the display.
- 13) Exhibitors are encouraged to publicize exhibits in the local press after submitting all such releases to the director/designee for approval at least 3 weeks prior to publication. Mention of the Apache Junction Public Library in the publicity must be limited to stating viewing dates, times and location.
- 14) Exhibits must have a title poster announcing the topic and the sponsoring individual or group. Additional explanatory material, labels, programs, and handouts require approval by the director/designee. The use of special lighting, A/V material or electronic media must be noted on the application and approved by the director/designee.
- 15) The exhibitor or a responsible party representing the exhibitor must sign the application form and assume responsibility for compliance with this policy.
- 16) The Library reserves the right to remove an exhibit if it interferes with the normal operation of the Library.
- 17) The Library reserves the right to change or cancel a scheduled exhibit. The Library further reserves the right to limit the number of exhibits an individual or group of exhibitors may have over a period of time.

### **III. PROCEDURES AND GUIDELINES**

- 1) These policies will be adhered to by the Library Director to insure fair and efficient use of the Library display areas.
- 2) The length of time a display can be used is limited to 30 day/monthly increments. City Departments, governmental agencies, public educational institutions, and non-profit organizations will be able to reserve available displays.
- 3) Responsibilities of the Apache Junction Public Library

- a. Providing the display case/area.
  - b. Final approval of display materials and availability to set up display.
- 4) Responsibilities of the Exhibitor
- a. Completion of an application and providing representative works (and resume if requested).
  - b. Installation and dismantling of the display at designated times, which is generally for a one-month period. If the Library must dismantle an exhibit because it is not removed as scheduled, the Library is not responsible for any damages. If items are not picked up at the agreed time, the Library will attempt to contact the owner twice in writing within sixty (60) days before arranging for disposal.
  - c. Insuring the display material if desired.
  - d. Providing publicity information and an inventory of the display by designated deadlines.
  - e. Clearing all publicity with the Library Director before release.
  - f. Taking care of any problems that might occur with the exhibit materials during the course of the display.

Apache Junction Public Library  
Exhibit and Display Application and Release Form

Exhibitor's Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Description of Items to be exhibited: *(include a CD, attached file of jpeg images containing a sampling of artwork to be exhibited/displayed or a link to a website where samples of the work can be viewed).*

\_\_\_\_\_  
\_\_\_\_\_

Number of Items to be exhibited: *(inventory)* \_\_\_\_\_

Placement of Exhibit: *(list display case)* \_\_\_\_\_

\_\_\_\_\_

Month/Year of Exhibit: \_\_\_\_\_

I, \_\_\_\_\_, hereby agree to lend to the Apache Junction Public Library the works of art, collectibles, or other items described above for display purposes. In consideration for the right to exhibit in the library, I agree to indemnify, defend and hold harmless the City of Apache Junction, its elected and appointed officers, officials, agents, and employees from and against any and all liabilities, claims, actions, proceedings, damages, losses, costs and expenses including attorney's fees for all patent, trademark, or copyright violations and for all consequential damages of any materials or content.

I have received a copy of the Apache Junction Public Library *Exhibit/Display Policy* and understand that, once signed, this form signifies my understanding of that policy and my agreement to comply with all of its provisions.

- The Library Director/designee makes the decision on the appropriateness and/or scheduling of all displays.
- Proposed exhibits should be suitable for viewing by all ages.
- Tape, tacks, nails or any adhesives should not be used inside the display case.
- The library assumes no liability for loss, damage, or any other related costs and all items are displayed at the owner's risk.
- The exhibitor is responsible for the set up and removal of the exhibit/display in a timely manner.

Dates will be confirmed by the Library via email or regular mail. Dates are not considered scheduled until you receive confirmation from the Library.

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_