

## **MOUNT PROSPECT PUBLIC LIBRARY DISPLAY CASE POLICY**

### **Policy:**

The Mount Prospect Public Library affirms Article VI. of the American Library Association's Library Bill of Rights:

Article VI. "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The purpose of providing display cases is to allow artists, collectors, or not-for-profit organizations to display items or information of artistic, educational, informational, or cultural value to the community at large. All items must be of community wide interest and compatible with library usage. Displays should be appropriate in scale, material, form, and content for the library environment.

The Library does not endorse the beliefs or viewpoints of the topics which may be the subject of displays. The Library does not accept responsibility for ensuring that all points of view are represented in a single display.

Priority of use for display cases shall be as follows: Library; Friends of the Mount Prospect Public Library and Mount Prospect Public Library Foundation; Mount Prospect artists, collectors, and not-for-profit groups based in Mount Prospect; and/or groups which have a significant number of Mount Prospect participants.

The Library reserves the right to determine at its sole discretion what materials will be displayed. The Library has the right to review the materials in advance. The Library's decision on what will be displayed shall be final.

### **Guidelines:**

Cases available by lottery: Meeting Room A, Front Lobby, Elevator A

Display cases may be reserved for one month.

A lottery will be held on an annual basis for a choice of available months. An organization or individual may only reserve a display case once per calendar year.

Other cases are for Library use.

### **Exhibitor Rules and Guidelines:**

1. The display will contain the following disclaimer: The material within this display is the presentation of *[the individual or organization responsible for the display]*. The Library does not endorse the viewpoint of any display or exhibitor.

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2. Display Case Application form will be completed and signed by individual representing organization. If applicable, the Not-for-profit Organization Verification form will also be completed and signed by individual representing organization.
3. Changes in content of display must receive approval by the Library seven (7) days prior to set up.
4. Exhibitor must provide a list of items in the case and an estimated value at the time of set-up. All materials are displayed at the exhibitor's own risk.
5. The Library requires 30 days notice of cancellation of a display booking. Failure to provide adequate notice may result in loss of display case privileges.
6. Exhibitor will fill the display case no later than the third day of the month, and will empty the display case no earlier than the 28th day of the month and no later than the last day of the month.
7. Exhibitor is responsible for set-up and takedown as per scheduled dates and times. The exhibitor must remove the display promptly on the agreed upon date. The Library has the right to remove display materials if they aren't picked up by the agreed upon date. Display materials may be disposed of if not claimed within 30 days.
8. Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

Reference:

Display Case Application form

Display Case Not-for-profit Organization Verification form