



## **Display/Exhibit Policy**

The Woburn Public Library welcomes the opportunity to allow community groups and individuals to use the display and exhibit areas in the Program Room and Children's Room to encourage and support the civic, intellectual, and cultural pursuits of the community. Space is provided for displays of an educational, cultural, intellectual, charitable, or recreational nature and for exhibits of works of area artists and craftspeople. Displays of materials from the Library's collection and/or displays for publicizing library services, collections, or activities take precedence over external requests.

### **Exhibit Policy and Purpose**

Exhibit areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. The Library endeavors to present a broad spectrum of opinion and viewpoints. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.

Woburn Public Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display spaces. The Library has the right to review the materials in advance. The Library's decision on what will be displayed in its exhibit spaces shall be final.

### **Limitations**

All display spaces within the public library are open to adults and children of all ages and sensibilities. Exhibit areas may also be passageways for employees and for members of the public of all ages to reach some library services. Therefore, displays should be appropriate in scale, material, form and content for the library environment. For example, the Library discourages material containing images that include significant elements of sexually explicit imagery or graphic depictions of violence. In general, the Library does not accept exhibits or displays of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. Materials advocating a particular vote on a candidate or ballot proposition may not be exhibited. The Library does not accept any material being offered for sale to the public unless the proceeds directly benefit the Library. The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large or otherwise inappropriate for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, or interferes with the public

service or other activities in adjacent library areas. If the exhibit contains elements that may be of concern under this policy, the exhibitor should discuss it with the Library's representative in advance of the installation date.

### **Exhibit Guidelines**

Exhibit space must be reserved in advance by submitting a completed Display/Exhibit Application.

All materials are displayed at the exhibitor's own risk.

The exhibitor is responsible for installing and labeling the exhibit on the agreed upon date.

The exhibitor shall remove the exhibit promptly on the agreed upon date.

All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit is installed, changes may be made only with Library approval.

The Library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.

The exhibitor must be identified by name within the display.

A notice is to be posted with each exhibit stating that: The material within this exhibit is the presentation of the individual or organization named in the display. The Library does not advocate or endorse the viewpoints of exhibits and exhibitors.

No fees are charged for display spaces. Groups using display spaces may not charge an admission fee or request donations.

The Library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who desire to sell items shall include as part of their displays information on how to purchase items. Any items sold during a display period shall remain on display until all items are scheduled to be removed.

The exhibit areas are open to the public only during the regular open hours of the Library unless by special arrangement.

Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

Approved by the Woburn Public Library Board of Trustees on June 5, 2018