



Policy Title: Exhibit and Display

The St. Johns County Public Library System welcomes exhibits and displays of community interest.

Permanent Exhibits/Displays

The Library has a stated responsibility to offer a place where one can encounter the rich diversity of concepts and find opportunity for personal enrichment. These responsibilities are reflected in the library service, the materials in the collection and the use of decorative and display objects within the Library. In keeping with these responsibilities the Library will avoid the installation of permanent displays or artistic decorations, in favor of rotating displays or works of art that will serve to stimulate and renew interest. Before considering a permanent gift of this kind the Library will consider:

- Does it conform to the architecture of the building?
- Will it fit comfortably in the available space?
- Is the object appropriate to the Library objectives, or would it be better elsewhere?
- Will it cost more to accept the gift than it is worth to the Library?

No gift will be accepted by the Library unless it is freely given to the extent that the Library may:

- Dispose of the gift as it sees fit (selling, discarding, giving it away)
- Store the gift or move it to various locations

A letter from the Library Director to the donor shall acknowledge all permanent exhibit/display gifts.

Rotating Exhibits/Displays

The Library designates special areas at each location for rotating exhibits and displays. Due to limited space, not all requests can be accommodated. At each location, a librarian or staff member, appointed by the Library Director, processes the applications to exhibit on a first come, first served basis. Applicants are notified accordingly. Permission to exhibit or display works at the Library does not constitute an endorsement of the work. The Library is not financially responsible for loss or damage to artworks or display items. A Library indemnity agreement must be signed by the exhibitor prior to the installation of any exhibit or display. In addition, the exhibitor must sign an agreement to follow all POLICY GUIDELINES.

EXHIBIT AND DISPLAY POLICY GUIDELINES
(May Be Adapted to Specific Location)

1. In accordance with the *Library Bill of Rights*, St. Johns County Public Library System exhibit space is available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” St. Johns County Public Library System exhibit spaces are open to organizations engaged in educational, cultural, intellectual or charitable activities.
2. Prior to the approval of exhibit/display items, exhibitors must submit a completed application.
3. Appointed librarians or staff members will review applications on first-come, first served basis, and notify applicants accordingly.
4. Displays and exhibits are generally scheduled for no more than 30 days.
5. Exhibits may not support the election or defeat of a political candidate, or be of a partisan nature, or promote a specific religion in an exclusionary manner.
6. All exhibits must be free of charge and open to the public.
7. The individual or group exhibiting is responsible for transporting and later removing all display items in a timely fashion. The exhibitor must use existing Library hanging devices. Exhibitors may use other hanging devices or equipment only with the Library’s advanced approval.
8. Exhibits are installed in designated display spaces. No exhibit should interfere with Library operations.
9. The Library is not financially responsible for loss of or damage to artworks or display items.
10. Should a member of the community wish to challenge a particular display or exhibit, he or she must complete a PATRON REQUEST FOR REVIEW form. The Library Advisory Board will review the complaint within ten working days of its next meeting following the complaint. The exhibit will remain in place until a decision has been made.
11. With permission of the individual or group responsible for the exhibit, objects on display may be photographed and reproduced for any Library publication or as publicity for the Library.
12. All artwork needs to have hanging wire already attached.
13. Artist may provide small labels on white paper or white cover stock to be placed next to each work and may include ONLY the title of the work and the medium. No prices are to be posted.
14. Procedures for installation are determined at each library location.