



Henderson County Public Library

Display Case Policy

In keeping with its mission to engage the community through experiences and services that educate minds and enrich lives, the Library provides exhibit space in display cases.

Qualifications for Use:

All not-for-profit community groups, charitable institutions, government-funded institutions, and private individuals based in and/or serving Henderson County have equal access to the display cases.

The Library has the right to review the materials before the exhibit is set up. The Library will not accept displays which are judged illegal, offensive, or inappropriate for a public library setting. Displays that promote discrimination against persons or groups will be refused. Displays may not be for the solicitation of business or for profit. Religious proselytizing and partisan political recruitment are similarly prohibited. Displays must be judged attractive and informative. Failure to meet these guidelines may result in removal of the display if not corrected within two working days.

The Library does not accept responsibility for ensuring that all points of view are represented in any single display. Granting of permission to display materials does not imply Library endorsement of content; nor will the Library accept responsibility for the accuracy of statements made in displays. The Library endeavors to present a broad array of opinions and a variety of viewpoints. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibits, which will be reviewed in accordance with this policy.

Liability:

The Library assumes no responsibility for theft, loss, damage or destruction of items on display.

Setting Up the Display:

The display shall be set up on or shortly after the first day of the reserved time period. The Library staff will not provide assistance in setting up or taking down



displays. The Library will not provide supplies for the display. Exhibitors will display in a manner that does not damage the display cases. Pins, staples, or tape may not be used to attach materials to, or hang items from, the display case sides. The name of the group or individual responsible for the display must be a part of the display.

Taking Down the Display:

The display must be taken down on the last business day of the reserved month and items must be removed from the library. If items have not been removed at the end of the display period, library staff has the right to empty the case and notify the group or individual. Please note the library will not store display items longer than 2 weeks.

Reserving the Display Case:

Requests for use of the display cases shall be submitted to the Administrative Assistant using the Display Case Reservation Request Form. Content of the display must have the approval of a library administrator. A single group or individual may request up to 2 one-month displays in a twelve-month period. Depending on demand, the Library cannot guarantee that all requests will be fulfilled. The Library reserves the right to cancel a scheduled display if the space is required for library purposes.

Approved by Library Board of Trustees
December 12, 2024