

VOLUNTOWN PUBLIC LIBRARY USE OF EXHIBIT SPACE POLICY

The Voluntown Public Library provides limited exhibit space to organizations within the community engaged in educational, cultural, intellectual, or charitable activities. The exhibit case is available to community groups or individuals on an equitable basis, regardless of the beliefs of those requesting space. Use of the case is based on these criteria: visual arts, crafts, and collections for educational, cultural, informational and artistic purposes. The library retains the right to reject an exhibit based on the above criteria. The library does not endorse or advocate the viewpoints of exhibitors.

Organizations may make written request for space usage to the Librarian. Exhibits will be elected on a first come, first served basis. Exhibits are limited to no more than four (4) weeks in duration **or at the discretion of the Library Director**. The exhibitor is responsible for installation and dismantling of the display as scheduled. Any unclaimed exhibits will be disposed of at the discretion of the Librarian. Library sponsored exhibits take precedent over all other applicants.

Each individual or organization requesting use of exhibit space must observe the following regulations:

1. Exhibitors are responsible for providing insurance coverage for items exhibited or exhibit at their own risk. The library does not provide coverage for these items.
2. Labels for exhibit items are furnished by the exhibitor. They are to be attached to the exhibit items and may not be attached to the wall or to the exhibit case.
3. Labels may not include prices. No sales transactions may take place on library premises, except for the benefit of the library, but the exhibitor's telephone number and a short biographical sketch may be posted. If the telephone number is not posted, the library will not provide the public with information without the written consent of the exhibitor.
4. Exhibits may not contain:
 - a. Advertisements of products or services, prices of articles for sale.
 - b. Requests for contributions, including nonprofit or charitable institutions.
 - c. Petitions or political literature supporting one cause or point of view.
5. Exhibits prepared by the library staff shall be consistent with the Library Bill of Rights.
6. The Library reserves the right to suspend or cancel exhibit privileges of any individual or group who fails to comply with the above stated regulations.

Approved Bd. of Directors: 08/12/99

Amended: 11/14/02

Reviewed: 10/12/17, 01/14/121