



Lobby Display Case Policy

Displays of interest and timeliness to the library community are welcomed and may be accepted subject to the following considerations:

- All displays must be approved in advance of the date the display will be presented.
- Approval is given for displays to non-profit groups and persons in the Chili area. Commercial advertising or “intent to sell” is prohibited. Displays will not be accepted that promote any one commercial, political, or religious viewpoint.
- The library director, representing the library board of trustees, makes the decision on the appropriateness of each display request.
- Materials and objects displayed are limited to the space available inside the locked display case. Tape, tacks, nails, any adhesives, should not be used inside the display case.
- The display is to be arranged by the artist/organization with minimal help from library staff. The removal of the display is the responsibility of the displayer.
- Displays are ideally of original artwork/crafts having visual appeal.
- The library reserves the right to reschedule, or cancel a display. Preference may be given to exhibits of seasonal interest requiring certain months of the year for display, or to craft groups or class displays in which the work of many artists will be exhibited in a single display. These circumstances described for rescheduling are not comprehensive.
- Each Display should remain for a period of one month. Set-up and removal times are scheduled so as not to conflict with events/programs taking place in the Barbara Ireland Room.
- The library reserves the right to add materials to enhance displays when applicable, i.e. books, pictures, sculptures.
- Organizations/persons will be limited to one display per one year.
- The library cannot accept responsibility or liability for the displays. The form below releases the library from any claims due to damage or loss, or any costs that might be involved or inferred.
- Acceptance of an exhibit does not imply library endorsement.



I, the undersigned, a representative of the following organization:

leave the following display:

in the Chili Public Library display case for the benefit of the Chili community. Although the staff provides supervision, I understand the library cannot accept responsibility for loss, damage, or any other costs. Therefore, by signing this document, I release the Chili Library from any and all liability.

Signature:

Date:
