Massena Public Library

Display and Exhibit Policy

As an educational and cultural institution, the Massena Public Library presents displays and exhibits in order to engage, inform, and enlighten patrons. Displays are intended to encourage use of Library materials, resources, programs, and services, and highlight subjects of public interest. In accordance with the Collection Development and Maintenance Policy, inclusion of an item in a display does not represent an endorsement by the Library. The Library welcomes displays and exhibits of informational, civic, cultural, educational and recreational purposes to the community. Displays of art, photography, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

Acceptability of a display is at the discretion of the Director based on its suitability and availability of space. The decision of the Director may be appealed to the Board of Trustees. The display material will meet acceptable community standards and not present a partisan viewpoint. Permission to display material at the Massena Public Library does not constitute an endorsement of any item, the exhibit or exhibitors by the Library or Board of Trustees.

The Display and Exhibit Release Form must be signed by the exhibitor before any items can be placed in the Library. Reservations will be considered on a first-come first-serve basis. Preference for use of Library space will be given to Library and Friends of MPL, Inc., sponsored displays and activities, and displays or activities featuring multiple exhibitors or artists. Areas available to the public for displays are the Main Reading Room, the glass display cases in the Glenn St. Lobby, or other areas designated by the Director.

The Library will publicize displays and exhibits via local media outlets, newsletters, websites and social media, as staff time and advertising space permits. Additional publicity is the responsibility of the exhibitor except when the display or exhibit is co-sponsored by the Library.

Exhibitors must arrange a time during normal Library hours for setting up and taking down a display, and are responsible for proper and safe setup using the Library's existing furnishings. Exhibitors using Library exhibit cases or exhibit space assume responsibility for any damage they incur to Library property. The Library reserves the right to remove a display that has been left past the reservation period.

The Library assumes no responsibility for the preservation or protection of items, and no liability for possible loss, theft, damage or destruction of any item displayed. All items placed in the Library are there at the owner's risk. The Massena Public Library does not carry insurance on artwork or other items on display at the Library.

Exhibitors with artwork or other items for sale may unobtrusively indicate which works are for sale and display the artist's name and contact information. No sales may be made on the

Library's premises. The Library does not engage in or arrange sales.

Adopted by the Massena Public Library Board of Trustees September 10, 2024.

Massena Public Library

Display and Exhibit Release Form

I, the undersigned, hereby lend the following item(s) to the Massena Public Library for exhibit purposes only. In consideration of the privilege of exhibiting this item(s), I hereby release the Library from responsibility for loss, theft, damage or destruction while they are in the possession of the Library.

Title of Display or Exhibit _____

Location _____

Date(s) and/or Duration _____

Setup Date and Time _____

Reception Date and Time _____

Brief Description of Display Item(s) _____

_____

_____

Contact Person _____

Organization Name _____

Telephone Number _____

Email Address _____

Address _____

Signature of Lender and Date _____

Library Representative and Date _____

Adopted by the Massena Public Library Board of Trustees September 10, 2024.