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## 5.22 Displays and Exhibits Policy

As an educational and cultural institution, the Emmetsburg Public Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

The Emmetsburg Public Library allows artists to display their artwork for a period of one month. Artwork should be displayed by the first weekend of the month and taken down during the last weekend of the month to allow incoming artists time to set up their own work. Any items left more than one week after the arranged take down time may be disposed of as the Public Library sees fit.

Artists interested in displaying their artwork should contact the Library Director. Displays will be chosen on a first-come, first-booked basis. The director shall accept or reject material offered for display based on its suitability and availability. All exhibits and displays are to be approved by appropriate Library Director prior to set-up.

1. Exhibits and displays are to be presented in an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting space.

2. Religious and political exhibits and displays are permissible for informational purposes; displays that proselytize for a single point of view will not be permitted.
3. Exhibits and displays may not involve the sale, advertisement, solicitation or promotion of commercial products. This provision does not exclude sponsored exhibits, approved art exhibits, exhibits primarily informational in content, or exhibits containing advertising involving a variety of beneficiaries.

The artist is responsible for setting up his or her own artwork, arranging, and dismantling their exhibit. The library staff is not available to assist the artist with setting up or taking down their artwork. The Emmetsburg Public Library will not charge for the right to display artwork. Artists are not to display their artwork for sale during the duration of the exhibit. The presentation of any artwork does not imply an endorsement of the exhibit by the Emmetsburg Public Library, its Trustees, or its staff.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case and limited wall space. Each exhibitor must sign a release before any artifact can be placed in the library.

The bulletin board sign in the library entryway is available only for advertising library events, programs, and for required postings of library-related laws. A public bulletin board is available in the vestibule of the college subject to their rules and regulations.

Adopted by the Board of Trustees: December 2011; Reviewed: December 2014, October 2017, October 2020; Scheduled for Review: September 2023